REQUEST FOR PROPOSAL

Architectural Services

Riverside Library & Cultural Center
Evans, Colorado
November 16, 2012

HIGH PLAINS LIBRARY DISTRICT
2650 WEST 29th STREET
GREELEY, COLORADO 80631

CITY OF EVANS, CO
1100 37th Street
Evans, CO 80620

Prepared by:
Wember Inc.
7525 South Jasmine Court
Centennial, Colorado 80112
Dan Spykstra
Phone: 720-382-3795
e-mail: dspykstra@wemberinc.com
online: www.wemberinc.com
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4.3 Standard Sample Design Agreement (will be added by addendum)
GENERAL INFORMATION

1.1. INTRODUCTION AND PROPERTY DESCRIPTION

This Request for Proposal ("RFP") is issued to provide the selection process for Architectural and Engineering Professional Services for the project named above. Firms submitting a response to the RFP will be asked at a minimum to state their understanding/experience to the project and offer their methodology for meeting the design criteria. Respondents are asked to include a fee proposal for the work as outlined in this RFP. The finalists will also be requested to participate in an interview.

The Riverside Library and Cultural Center is the result of a joint effort of the High Plains Library District and the City of Evans to collaborate to build a facility that will meet several different, yet compatible, community needs. The immediate context of the site, in the east side of Evans, has historically been underserved. Because this area has been partially divided from other communities by natural and man-made barriers—Highway 85 to the west, Highway 34 to the north, and the South Platte to the south and southeast—the majority of community facilities in the City of Evans have been developed to the west of Highway 85. This project presents an opportunity to reinforce community services on the eastside, but also to develop these to serve the entire city.

Combining a community library, significant meeting and conferencing spaces, offices, a coffee shop/internet café, and an Evans Police substation, the new center will serve as the community's gathering place, with a mix of uses that will generate activity throughout the day and evenings. Since the building will include meeting spaces of a size not currently available, it will be capable of attracting large numbers of people for community meetings. Investment in the east side of Evans will also be intended to serve as a catalyst for future growth and investment in this part of the city, enhancing existing services while offering new opportunities.

The selected design team will be required to provide milestone cost estimates, breaking down costs into four components: 1) Library space; 2) City of Evans space; 3) Shared space; 4) Site costs. Separate budgets will be developed for technology, furniture (FF&E), and building demolition including abatement.

Your team's understanding of the principles and practices of sustainable design will be an important factor in the final selection of a design firm. It is the OWNER's goal to achieve LEED Gold certification for the Project, and we would look to your team to provide the expertise and advice to lead us to that goal.

Your team's understanding of and the ability to meet the attached project Program Plan dated November 5, 2012 will also be an important factor in the final selection of the design firm for this project.

1.2 LOCATION

The Project site is located at 3700 Golden Street, Evans, Colorado

1.3 SCOPE OF SERVICES

The Design Consultant selected will provide final project programming, prepare design and construction schedules, assist in public meetings, prepare design and construction documents, perform construction cost estimating, perform LEED administration, assess the availability of construction materials and construction labor, and assist in administering construction, based on the following outline of services, as required. This outline is provided to assist proposers with submissions and presentations during the selection process and, will constitute a part of the design services contract as an attachment as well as the proposer's response to this RFP. The OWNER reserves the rights to, at any time during this process, add, delete, or otherwise modify this outline scope as its best interests may appear.

The OWNER envisions retaining a General Contractor under a Lump Sum contract competitively bid for the construction phase, and looks to the design team for assistance.
A. Services:
Full professional design services are required with all related engineering disciplines, including but not limited to the following:

1. Final Programming
2. Architecture
3. Interior Design
4. LEED coordination and submittals
5. Civil Engineering, including storm water management
6. Landscape Design
7. Structural Engineering
8. Mechanical and Plumbing Engineering
9. Electrical Engineering/Lighting Design
10. Fire Alarm Design
11. Traffic Engineering/Studies (if required)
12. Acoustical Engineering
13. FF&E (including specifications, bidding, installation, and punch lists)
14. Signage/Way-finding
15. Tele/Data, Security, and Audio/Visual Systems
17. Scheduling
18. Utility Design and Coordination
19. Public Outreach and Meetings (as required)

B. Coordination:
Coordination meetings with City agencies, utility companies, other City consultants (including technology consultant) and user groups shall be a continuing work item for the selected Design Consultant from the ‘Notice to Proceed’ through program review, LEED coordination, schematic design, design development, construction documents and through the construction and warranty phase. In particular, the Design Consultant shall comply with all provisions of the Local Building Code and all other related codes, standards, City Ordinances and regulations, as well as the covenants applicable to the property. Also to note is that the project will be managed collaboratively through the Owner’s Representatives online project management system including but not limited to, Issues, RFI’s, ASI’s, Shop Drawings, Site Photos, Field Reports, Meetings, etc.

C. Project Programming:
Upon Owner acceptance of the Design & Approval Schedule, the Design Consultant shall proceed with the Project Programming phase. The Design Consultant shall work closely with the Library District staff, City of Evans staff and others as required by Owner to define the scope based on the funded project construction budget. This intent here is to verify the initial program provided in this document; the program plan for Riverside Library and Cultural Center prepared by Wember, Inc./Cornelius DuBois dated November 5, 2012.

D. Schematic Design:
Upon Owner acceptance and approval of the Program Verification, the Design Consultant shall proceed with the Schematic Design phase. The Schematic Design shall be in the form of drawings and ancillary documents and shall provide sufficient detail to show base building modifications, site modifications, division of spaces and preliminary estimates of construction costs.

Specifically, the Schematic Design will address:
- Interior design features, materials
- Base building modifications, entries, exterior modification detailing
- Site modifications
- Location and character of public open space, including rights of way
- Public pedestrian and vehicular circulation
- Identification and resolution of signage and lighting needs and issues
- Compliance with applicable property covenants
- Schematic construction cost estimate
- Graphic documentation as required by Owner for fundraising and community relations
- LEED Gold status coordination and compliance

E. Design Development:
The Design Consultant, upon Owner approval of the Schematic Design, shall prepare Design Development drawings and ancillary documents as required by Owner, based on the approved Schematic Design. Drawings and documents shall outline structural, acoustical, interior design, mechanical and electrical systems; shall outline all required building systems, building plans and elevations. Additionally, outline specifications, finish schedules, and detailed construction cost estimates shall be provided. Drawings and documents shall be presented by the Design Consultant to governing jurisdictions for approval. At the 90% completion point of the Design Development phase, the Design Consultant in conjunction with the Owner shall confirm that the cost estimate does not exceed the project budget including adequate contingency.

F. Construction Documents:
The Design Consultant shall, upon Owner approval of the Design Development Documents, shall prepare final construction drawings, specifications, and other documents, including Owner furnished documents, required to bid and construct the project in its entirety. At the 90% point in developing the bid package, the Design Team shall furnish construction cost estimates with possible alternates. Architect shall include in specifications a log of items required to be submitted as part of the specifications.

G. Bidding:
The Design Consultant shall, work with the OWNER to issue construction bid documents and addendum as required, respond to contractors bid questions, and review contractor submittals in conjunction with the OWNER.

H. Plan Review and Permits:
At various review and approval stages or phases of the design effort, the Design Consultant shall deliver to Owner up to five (5) copies (and a PDF) of all documentation that is needed to complete the plan review and/or approval as applicable. Following written approval of the construction documents by the Owner, the Design Consultant shall submit stamped plans for permit and other governing approvals. Following the plan review process, the Design Consultant shall incorporate any required changes/comments into the Construction Documents.

I. Construction Administration:
The Design Consultant shall provide weekly construction observation reports during the course of the Construction Phase, shall review and comment on all submittals, assist/respond to contractor request for information (RFI’s), review change order for accuracy and pricing (in conjunction with their consultants), attend weekly construction meetings, and perform other services as required by the Owner to complete the Project. Design Consultant shall prepare, monitor, and follow through on completion of outstanding items (punch list). Architect to be present at 11 month warranty walk through. Design team to also include updating as-built drawings.

J. Review Meeting:
Subconsultants shall be represented at all review meetings, meetings with the Building Inspection Division, the Fire Department and other City agencies, as required or as applicable.

K. Building Commissioning:
The OWNER may retain the services of a Building Commissioning Agent during the design and construction phase. If the OWNER elects to execute such an option, the Design Consultant shall cooperate with the Commissioning Agent in all matters relating to the design including a peer review of all items related to building commissioning.
1.4 CONTACTS
Copies of this RFP are available from the OWNER's Owner Representative.

Owner's Representative
Mr. Dan Spykstra, Owner's Representative
Wember Inc.
7525 South Jasmine Court,
Centennial, Colorado 80112
Phone: (720) 382-3795
Email: dspykstra@wemberinc.com

(Owner) High Plains Library District (Owner) City of Evans, Colorado
Mrs. Janine Reid, Executive Director Mrs. Sheryl Trent, Community & Economic Dept
2650 West 29th Street 1100 37th Street
Greeley, Colorado 80631 Evans, Colorado 80620

Notice: Direct contact with the Owner(s), the board of directors or other owner parties, may cause this candidate’s removal from the RFP process.

1.5 SCHEDULE OF EVENTS
The anticipated schedule below outlines milestones for the project

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 19, 2012</td>
<td></td>
<td>Advertise and Issue RFP</td>
</tr>
<tr>
<td>December 6, 2012</td>
<td>5:00 PM</td>
<td>Bidders Notification of Interest</td>
</tr>
<tr>
<td>December 6, 2012</td>
<td>5:00 PM</td>
<td>Deadline for receipt of questions and inquiries</td>
</tr>
<tr>
<td>December 7, 2012</td>
<td>Noon</td>
<td>Final responses to questions, inquiries and RFP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>amendments</td>
</tr>
<tr>
<td>December 12, 2012</td>
<td>1:00 PM</td>
<td>Deadline for submission of proposals.</td>
</tr>
<tr>
<td>December 13, 2012</td>
<td></td>
<td>Notification of short-listed candidates</td>
</tr>
<tr>
<td>December 20, 2012</td>
<td>TBD</td>
<td>Interviews of short-listed firms</td>
</tr>
<tr>
<td>December 21, 2012</td>
<td></td>
<td>Preferred Design Team announced</td>
</tr>
<tr>
<td>January 1, 2013</td>
<td></td>
<td>Finalize contract negotiations</td>
</tr>
<tr>
<td>January 2, 2009</td>
<td></td>
<td>Commence project</td>
</tr>
<tr>
<td>July 1, 2013</td>
<td></td>
<td>Drawings Complete (Anticipated)</td>
</tr>
<tr>
<td>August 15, 2013</td>
<td></td>
<td>Construction begins (Anticipated)</td>
</tr>
<tr>
<td>June 1, 2014</td>
<td></td>
<td>Construction complete (Anticipated)</td>
</tr>
</tbody>
</table>

1.6 PROPOSAL INSTRUCTIONS
- Pages in the proposal shall be typed with the maximum number of pages of proposal information to be limited to 30 pages (including proposal forms) numbered in sequential order.
- Submit proposal by the date and time aforementioned to the Owner’s Representative. It is the Proposing Firms responsibility to confirm receipt by the deadline established.
- Submit a single electronic PDF (no larger than 8MB) file including all Proposing response documents. In addition to the PDF file include Microsoft Excel file representing fees and hourly rates. If email is not possible submit one compact disc or jump drive or FTP access provided by the submitter containing the completed RFP response to the Owner’s Representative by the date
noted in Section 1.5. Oral, telephonic, or faxed proposals are invalid and will be considered as non-responsive as outlined.

- No Proposing Firm may submit more than one submission. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
- Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent’s submittals by the Owner. At any stage, the Owner reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, as the best interests of the Owner may require.

1.7 PROPOSAL REQUIREMENTS

Proposals must include, but are not limited to, the following items.

Part 1 Primary Contact Information
- Clearly indicate the single contact (principal-in-charge), mailing address, telephone and email address
- Indicate features of the organization and the project team that makes the team uniquely suited to undertake this specific project

Part 2 Project Team and Staff
- List the names, titles, and relevant experience of key professional staff that are expected to work on the Project if awarded the contract for professional services
- Indicate the expected contribution of each of these individuals as a percentage of the total effort and their experience on any of the specific projects listed in Part 4 of the Proposal Response
- List the proposed sub-consultants that will be part of the team, including names, titles, relevant experience, and services to be provided.

Part 3 Organization and Management of the Project
- Describe how the project will be organized, both internal to the design team and how coordination with the construction contractor, Owner, Owner’s Consultants and governing authorities will be undertaken
- Indicate what work the Design Consultant will self-perform and what work will be performed by sub-consultants
- Submit one page with 12 images that depict your firm’s and project architect’s/lead designer’s capabilities.
- Submit one page with 12 images that your firm defines to be great architecture
- ESSAY QUESTIONS HERE
  - Describe your approach to cost management and estimating consultant coordination
  - Describe how your team recently worked together to enhance the sustainability of a project in a unique way.
  - Describe a solution to a complicated unexpected situation on a recent project and how it was resolved.
  - Describe your experience with LEED administration for a similar project.
  - List the top three things you hope students would say and not say after spending a day at the newly programmed and expanded space? (this is not an essay question)

Part 4 Project Experience
- Provide no more than five (5) specific projects demonstrating relevant experience on projects similar in scope (Design and Construction Administration), the total construction value, project images, the name of the construction contractor, the project
completion date, the construction value, the construction duration and the project owner’s point of contact (include name, title, telephone numbers and e-mail addresses). Highlight your proposed teams experience. Align proposed teams experience with firms most relevant projects being proposed.

Part 5 Fee Proposal
- Respondent to provide a fee proposal per the provided (Excel spreadsheet) A&E Services Fee Sheet identifying all costs and services required of the Design Profession to complete the Project
- Any fees that should be reasonably anticipated but are not listed on the A&E Services Fee Sheet shall be identified on the spreadsheet in the space provided

Part 6 RFP Response Conditions
- Any conditions, clarifications, or exclusions concerning Scope of Services as set forth in this RFP, are to be identified and addressed within RFP Response.

1.8 QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP
Questions and inquiries regarding the RFP should be directed to Dan Spykstra (dspykstra@wemberinc.com) by the date aforementioned. The OWNER will issue a response to all questions by email. Questions should not be submitted to the Owner, the board of directors or other parties, doing so will cause this candidate’s removal from the RFP process.

1.9 PROPOSERS TO FULLY INFORM THEMSELVES
Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the OWNER’s requirements prior to submitting a proposal. Proposer’s should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations and inspections prior to submitting a proposal. Firms Proposing are responsible for examining and determining for themselves the location and nature of the proposed work, the amount and character of the labor and materials required, and the difficulties which may be encountered. If requested in advance the Owner will provide the Firm Proposing access to the site to conduct such examinations as each Proposing Firm deems necessary for submission of a bid. The Proposing Firm is to consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work.

The OWNER will not consider any claims arising from failure to take such actions.

1.10 EVALUATION CRITERIA
The OWNER Selection Committee will review all proposals and select a Proposing Firm whose proposal is deemed most suitable for the OWNER. Criteria used to evaluate proposals are listed below in no particular order:

1. Qualifications and experience of the teams, as indicated by prior successful completion of similar projects.
2. Qualifications and experience of the key individuals, (including sub-consultants) who will be assigned to this project, as indicated by prior involvement in similar projects.
3. Proposed approach to completion of the scope of work and understanding of the project and project issues.
4. Licensed in Colorado with any required professional license and registered with the Secretary of State of Colorado (if a corporation, limited liability company, or limited partnership) with a local office within 2 driving hours of the Project, or a commitment to establish such an office within 10 days of being awarded this contract, or partnering with a firm that has such a local office.
5. A&E Services Fee Sheet (part of this RFP) will be evaluated and rated in terms of responsiveness and value.
6. Those respondents deemed best qualified will be invited to participate in an interview with the Selection Committee.
1.11 Local Presence:
All firms participating in this project must be licensed in the State of Colorado and have a
production office located within a two hour drive from the Project. A firm operating out of
or having experience in the City of Evans will be given special consideration.

1.12 RIGHT OF REJECTION
The OWNER reserves the right to accept or reject any or all responses to this RFP and to enter
into discussions and/or negotiations with one or more qualified Proposing Firm, if such action is in
the best interest of the OWNER. The OWNER has the right, in its sole and absolute discretion, to
select the proposal or proposals that the OWNER determines best meets its needs.

1.13 ACCEPTANCE OF PROPOSAL
The successful Proposing Firm(s) will be notified in writing of the acceptance of its proposal. Upon
receipt of this written notification, the successful Proposing Firm shall, within ten (10) calendar
days, or such other time agreed between the parties, execute a Professional Services Agreement
in a form approved by the OWNER. If the Agreement is not executed and returned to the OWNER
within ten (10) calendar days or such other time agreed between the parties, the OWNER may, at
its sole discretion:
• Treat that failure as a breach constituting a rescission of the OWNER’s written acceptance
  of Proposing Firm’s proposal; and
• Accept any other proposal; or
• Again call for Requests for Proposals.

1.14 MODIFICATION AND WITHDRAWAL OF PROPOSALS
1. Proposals may be modified or withdrawn by an appropriate document duly executed (in a
manner that a proposal must be executed) and delivered to the place where proposals are to
be submitted at any time prior to the opening of proposals.
2. Proposals may also be modified or withdrawn in person by the Proposing Firm or an
authorized representative provided he can prove his identity and authority.
3. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of
Proposals provided that they are then fully in conformance with these Instructions to
Proposing Firm’s.
4. If, within twenty-four hours after Proposals are opened, any Proposing Firm files a duly
signed, written notice with OWNER and promptly thereafter demonstrates to the reasonable
satisfaction of OWNER that there was a material and substantial mistake in the preparation of
its Proposal, that Proposing Firm may withdraw its proposal. Thereafter, that Proposing Firm
will be disqualified.

1.15 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE
All Proposals shall remain open for thirty (45) days after the day of the Proposal opening, but
OWNER may, in its sole discretion, release any Proposal prior to that date.

1.16 Insurance
Design Consultant shall carry insurance of the type and in the amounts as described. Proof of such
insurance coverage shall be presented to the Owner prior to Notice to Proceed. Nothing herein shall be
deemed a waiver of immunity under §24-10-101 et seq., C.R.S.
1. Workers’ compensation insurance in accordance with applicable law.
2. Comprehensive commercial general liability insurance in the amount of $1,000,000.00
   combined single limit bodily injury and property damage, each occurrence; $2,000,000.00
   general aggregate.
3. Automobile liability insurance in the amount of $1,000,000.00 combined single limit bodily
injury and property damage, each accident.
4. Errors and Omissions (E&O) Insurance - Design Consultants shall maintain limits of $1,000,000 for each claim, and $2,000,000 aggregate limit for all claims.

1.17 COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firms sole responsibility. The OWNER assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

1.18 SIGNING OF AGREEMENT

When OWNER gives a Notice of Award to the Successful Proposing Firm, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within ten (10) days after Proposing Firm’s receipt of the Notice of Award, Proposing Firm shall sign and have notarized the required number of counterparts of the Agreement and attached documents and return them to the OWNER along with the required Bonds, insurance certificates and power of attorney authorizations. PLEASE NOTE: a sample agreement has been included identifying terms and conditions of the project. The owner reserves the right to refine the detail shown in the agreement.

1.19 INDEMNIFICATION

The Design Consultant shall indemnify, defend and hold harmless the Owner, its members, directors, officials and employees from and against any and all claims, demands, suits, actions judgments, losses, damages, injuries, penalties, costs, expenses (including attorney’s fees) and liabilities to the extent they are alleged to arise from the intentional misconduct or negligent acts or omissions of the Design Consultant or Design Consultant’s sub-contractors and/or employees. The obligations of this indemnification shall survive termination of the Agreement.
2.0 PROPOSAL FORM PROFESSIONAL SERVICES
(Please use additional sheets as necessary.)

COMPANY NAME:___________________________________________________________

COMPANY ADDRESS:________________________________________________________________

PHONE:________________________ FAX: ________________________________

CONTACT PERSON NAME:_______________________________________________________

CONTACT PERSON PHONE:________________________________________________________________

CONTACT PERSON EMAIL:________________________________________________________________

1. I Acknowledge that the “Sample Agreement” attached to this RFP has been reviewed and is agreed to as shown. ______(YES/NO). Do you request amendments to the “Agreement”_______(YES/NO) Please list them if yes.

2. Acknowledgment that the submitting agent meets or exceeds insurance requirements as outlined in the RFP.______(YES/NO)

3. The undersigned Proposing Firm declares and stipulates that this Proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same Work, and that it is made subject to all the terms and conditions of the RFP. ______(YES/NO)

4. The submission of a Proposal constitutes an agreement, and shall not be withdrawn for a period of forty-five days.

5. Acknowledgment that the submitting agent carries (or will carry) a license in the State of Colorado_____(YES/NO)

6. The Proposing Firm hereby acknowledges receipt of addenda numbers __________ through___________

Signature:__________________________________________________________ Date: __________________________

* * * End of Proposal Form * * *
### 3.0 SCHEDULE OF PERSONNEL BILLING RATES

**RESPONDENT:** ____________________________

(Consultant may copy this page or modify it to conform to the services being offered)

<table>
<thead>
<tr>
<th>PERSONNEL CLASSIFICATION</th>
<th>BILLING RATE PER HOUR</th>
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</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$ __________</td>
</tr>
<tr>
<td>Associate Principal</td>
<td>$ __________</td>
</tr>
<tr>
<td>Owner</td>
<td>$ __________</td>
</tr>
<tr>
<td>Project Architect</td>
<td>$ __________</td>
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<tr>
<td>Architect</td>
<td>$ __________</td>
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<tr>
<td>Intern Architect</td>
<td>$ __________</td>
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<tr>
<td>Senior Engineer</td>
<td>$ __________</td>
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<tr>
<td>Engineer</td>
<td>$ __________</td>
</tr>
<tr>
<td>Engineer In Training</td>
<td>$ __________</td>
</tr>
<tr>
<td>Urban Designer</td>
<td>$ __________</td>
</tr>
<tr>
<td>Senior CAD Operator</td>
<td>$ __________</td>
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<tr>
<td>CAD Operator</td>
<td>$ __________</td>
</tr>
<tr>
<td>Licensed Surveyor</td>
<td>$ __________</td>
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<tr>
<td>Other:</td>
<td>$ __________</td>
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<tr>
<td>Other:</td>
<td>$ __________</td>
</tr>
<tr>
<td>Other:</td>
<td>$ __________</td>
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</tbody>
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Exhibit 4.1

Program Plan For

Riverside Library & Cultural Center

City of Evans
High Plains Library District

Evans, Colorado

November 5, 2012

Prepared by:
Wember / Cornelius DuBois, FAIA
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A. Overview

A.1. Executive summary

The Riverside Library and Cultural Center is the result of a joint effort of the High Plains Library District and the City of Evans to collaborate to build a facility that will meet several different, yet compatible, community needs. The immediate context of the site, in the east side of Evans, has historically been underserved. Because this area has been partially divided from other communities by natural and man-made barriers—Highway 85 to the west, Highway 34 to the north, and the South Platte to the south and southeast—the majority of community facilities in the City of Evans have been developed to the west of Highway 85. This project presents an opportunity to reinforce community services on the eastside, but also to develop these to serve the entire city.

Combining a community library, significant meeting and conferencing spaces, offices, a coffee shop/internet café, and an Evans Police substation, the new center will serve as the community’s gathering place, with a mix of uses that will generate activity throughout the day and evenings. Since the building will include meeting spaces of a size not currently available, it will be capable of attracting large numbers of people for community meetings. Investment in the east side of Evans will also be intended to serve as a catalyst for future growth and investment in this part of the city, enhancing existing services while offering new opportunities.

There are important indicators of demand for this facility. After several years of no growth, Evans is again growing, at a projected rate of 2.4% per year. Beyond the city proper, this facility will be closer than current facilities of the High Plains Library District to library patrons in LaSalle and southeast Greeley. The district recently placed the Public Computing Center in the Evans Community Complex, and the popularity of this installation is encouraging.

The site selected for the project lends itself to the development of an exceptional facility. Bounded by 37th Street, 38th Street, Golden Street, and Empire Street, this block is readily visible to traffic on 37th Street. It is surrounded by residential blocks, offering the opportunity for a design that fits respectfully within the neighborhood while offering new services and technology in a building of enduring quality. The detailed program plan that follows is intended to provide a roadmap to be followed by the project’s leadership team and the architects and engineers yet to be selected. The goal of this process should be no less than the development of the first step in a new town center for the City of Evans and an exceptional new branch for the High Plains Library District.
A.2. Program plan process

A program team was formed of representatives of the High Plains Library District, the City of Evans, and the Owner’s Representative including the Programming Consultant. This group met on three occasions, on October 1, October 15, and November 5, 2012. At the first meeting of this group, a list of spaces and general program parameters was developed for the building and site. At the second meeting, a draft of the program document was reviewed, including a space tabulation (for all spaces comprising the program) and a list of space descriptions. Narrative sections covering issues such as building system requirements, site design, codes and regulations, and other issues were also reviewed. Finally, two preliminary space blocking plans were presented and reviewed.

Following this meeting, and taking the comments generated and agreed upon by the program plan team, a final document was generated. This was presented to the team on November 5, 2012. Minor corrections were made following this session, and a final program plan document was distributed.

It was agreed that the representatives of the library district and of the city held the decision-making authority relative to the program, and that they were each responsible for the sharing of the process outcome and decisions with the Library Board and City Council, respectively.

The program plan document will be made available as part of the selection process for the Architect and the architect’s consultant team. The document will then be used by the architect as the description of the project requirements, and ultimately it will serve as a metric for the project team to measure the success of the outcome.

A.3. Guiding Principles

The programming group reviewed a series of guiding principles to be established for the project. These should help inform and guide the design of the project, and they will also provide a metric at the completion of the project to confirm that project goals have been met.

1) The building should be designed in accordance with sustainable principles and include solar collection and geothermal, including generating energy at the site. Sustainability (including LEED© Gold Certification) should be accomplished in ways that truly benefit the building.

2) The architectural design must be integrated into the character of the neighborhood. This will include a traditional exterior and a high-functioning interior.

3) The building interior must have a high degree of flexibility to adapt to community and functional changes.

4) This truly is a joint project, where you cannot detect “the line” between the City and the Library District.
5) The building must set a standard that will allow the city to hold it out as an example for future development—to leverage investment and to redevelop and revitalize the community.

6) The building must be a highly accessible community gathering spot, and it must have functions to draw people, acting as a public service to give back to the community.

7) The Evans Museum collection and interpretative materials must be incorporated into the building in a way that they are open and used.

8) Project goals should be accomplished in a cost-effective manner to produce a building which is enduring in character and efficient to operate and maintain.

9) Cost effective re-use of existing building materials from the site will be considered. This should include both exterior and interior materials and items.

10) The library should be highly amenable for literacy activities. This will include classrooms that are friendly to non-readers, non-English speakers, and non-computer users or owners.

11) The library and city spaces should support the business community in ways that could be more amenable for small-business owners. Business-oriented non-profits will benefit from the building.

12) The facility will enable the expansion of technology and technology in the community, bringing technology to the east side.

13) The design of the building and site must meet the codes and standards of the City of Evans.

14) The library must accommodate a wide audience in a small space. This audience will include children, families, non-English speakers, young adults, and adults, and the building must be able to adapt to changes in the audience over time.

15) Interior and exterior functions must be connected seamlessly, and it should be clear to first-time users where to go and how to access the building and site.
B. Factual Data

B.1. Programmatic Description

The Riverside Library & Cultural Center is a mixed-use facility that brings together under a single roof several important community functions. These functions are organized, programmatically, into three categories: 1) Library; 2) City of Evans; and 3) Shared Spaces.

The Library is programmed for approximately 9,500 assignable square feet of collections and public areas. It includes collections and reading areas for adults, families, young adults/teens, children, and English learners, as well as a Children’s Activity space, study rooms, and an audio visual room. In addition there will be approximately 2,700 asf of library support areas (offices, work, and receiving and other support spaces). The library will also have both an exterior and an interior book drop.

City of Evans spaces comprise a series of five offices designated for tenant users, an Evans Police Department Sub-station, and public display of the Evans Museum collection and interpretive materials now housed in the wood frame house at the south end of the site.

Shared Spaces fall into three sub-categories: 1) Meeting and activity spaces; 2) a Main Lobby and Coffee Shop/Internet Café; and 3) General building support. The meeting and activity spaces include a large meeting space for up to 300 people, which can be divided into two smaller spaces, a training room, a boardroom, and an activity space (for yoga, dance, exercise and similar activities). These will be supported by a catering staging area and an exterior deck. The Main Lobby will be on the 1st Floor, serving as the main entry to all building functions, with an Internet Café that opens both into the lobby and to an exterior plaza with seating and tables. Finally, General building support includes mechanical, electrical, and telecommunication spaces, as well as public toilets and janitorial service and storage.

Detailed descriptions of these spaces are found in Section E3.1 Space Tabulations and E 3.2 Space Descriptions.

B.2. Existing Conditions

The site is a full city block on the east side of the City of Evans. It is bounded by 37th Street on the north and 38th Street on the south, with Golden Street at the west and Empire Street at the east. The site is approximately 340 feet in the east-west direction and 460 feet north south, for a total site area is approximately 3.59 acres. The site, which is very flat, was deeded to the City in 1975.

The site currently includes a former school building, now the Jack Meakins Community Resource Center at 3700 Golden Street. The school, which has a two-story brick exterior, includes an original portion and several additions. The most recent addition added new mechanical equipment, including exposed ductwork that appears on the outside of the building that is visible from 37th Avenue and Boulder Street.
An existing wood frame house sits at the south end of the block towards the southwest corner. It has been in use as the Evans Museum. Although it is possible that the house could be incorporated into the final site design, the City of Evans is looking at the possibility of selling the house and having it moved offsite. There is existing parking on the site for approximately 75 vehicles in an angled configuration, but development for the Riverside Library & Cultural Center building will require new and reconfigured parking areas. Currently, there are four curb cuts accessing the parking: two on Golden Street; one on Empire Street; and one on 38th street.

The school building, which has been added to several times, will be demolished. Asbestos is apparently present in the existing building, so assessment and then abatement will take place prior to demolition. Demolition of the school and either demolition or relocations of the museum/house will require demolition of the foundations and slabs at grade of these existing buildings.

There is historically a high water table in this part of Evans, making a basement inadvisable. Currently, there is a pump house on site for landscape irrigation. This will have to be replaced. Landscaping is mostly grass lawn area. There are a few sizable trees on site, including a row of deciduous trees of varying size along Golden Street, an assortment of trees in the south portion of the site around the museum house and in the parking area, and some large evergreens at the northwest corner of the school building.

There is a playground on the site, to the east side of the school, that doesn’t belong to the city. It would cost about $7,000 to move somewhere else. New replacement equipment would cost approximately $18,000. Consideration should be given to either replacing the playground in a new location or developing a new playground.

The site is on a transportation (bus) route. The bus wraps around the site on Golden Street from 37th. The site is also on the walking route to a school bus stop. The site, which is very flat, was deeded to the City in 1975. There aren’t any known environmental issues. There are utilities on site serving both the school and the museum house, but there is no T1 or wi fi currently at the site. Ultimately, the Library will require Comcast cable, fiber, and wi fi.

C. Facilities Response

C.1. Project Description

A building of this size, including a number of different uses with their own requirements for space, flow and circulation, acoustics, orientation, technical systems, and so on, will require careful planning. This program has been prepared with the end goal of the development of a design that integrates these different uses into a single building with a common purpose, while allowing each separate element to function on its own and in accordance with its own hours of operation without jeopardizing the operation and security of other functions.

The building design will be the outcome of these considerations as well as of the nature of the site and the opportunities it provides for the development of a facility that will be both a magnet for immediate use and a catalyst for the evolution of the community. Placement and massing of the building must take this in consideration along with the opportunities to zone and

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The sections below describe the issues pertaining to the site and to the architectural development of the project. These are followed by consideration of building systems, acoustical concerns, and code and construction requirements.

C.2. Technical Issues

C.2.1. Site

The project site should offer ample opportunity for site design to meet the program requirements. Specific features that will be required include:

Site Access: The site design should provide for no more than the four access points currently on site, and serious study should be given to limiting access to three points.

Parking: Parking should be provided to office a minimum parking ratio of five spaces per 1,000 gross square feet of building area. Parking must follow the requirements of the City of Evans. While current site parking is configured in a herringbone pattern, it is likely that a ninety-degree layout with drives that allow travel in both directions will provide for the smoothest operational efficiency. Handicapped spaces, including van-accessible spaces should be provided in accordance with City of Evans requirements. Event parking should also be considered when the final number of spaces is determined, and this should factor in the likelihood that the hours of greatest event parking demand will not coincide with those of the greatest demand for library use. There should be two double-length parking spaces for oversized service vehicles. Vehicular flow in and out of these spaces should be studied to determine whether angled or 90-degree configurations will work best.

Drop-off: A curb at the main building entry should be provided for bus and handicapped drop-off.

Sidewalk: A concrete sidewalk should be included for the full perimeter of the site. Sidewalk width and design standards should be confirmed with the City of Evans.

Bicycles: It is anticipated that many users of the facility will travel by bicycle, especially when the weather is good. Bicycle racks should be provided near the main entrance and the internet café terrace, for 25 (twenty-five bicycles). Location of the bicycle racks should not block the views of or access to the police sub-station. The final count for bicycle spaces should take into consideration the possibility of LEED rating credit.

Police Sub-Station: The exterior entrance to the sub-station should be located so that it has a view of the parking area and main entrance plaza. A dedicated parking space for one police vehicle should be located near this entrance and should be signed accordingly.

Staff Parking should be located at or adjacent to the receiving area.
**Charging Station**: There will be a single charging station, positioned for two vehicles.

**Receiving/Service**: The receiving entrance, which will also serve as the staff entrance, will be located to directly serve library support spaces. This area should accommodate parking and off-loading for one furniture truck.

**Book Drop**: Vehicular flow to the book drop should allow drop-off of materials on the driver side. The book drop should be readily identifiable on approach, and book drop circulation should not interfere on conflict with other traffic patterns on site, although it may connect to the interior parking area in lieu of having a dedicated access off the side streets. The book drop will include an awning to protect the vehicle from weather when stopped.

**Bus Traffic**: consideration should be given to re-locating one of the two adjacent bus stops to a point within the site near the main entrance. If this is feasible, a shelter should be provided. Determination of the feasibility of bus stop relocation will follow coordination with the local transit authority.

**Open Space**: The City of Evans Requires a minimum of 45% open space on the site. Open space and calculation of open area must be indicated on the site plan submittal.

**Landscaping**: landscaping design should explore low water use and xeriscaping, and it should conform to the standards of the City of Evans. A demonstration garden should be considered, and this would be near or adjacent to the coffee/internet café terrace.

**Playground**: The existing playground should be either updated and relocated or replaced with new playground equipment. The funding for the playground is being explored.

**Site Lighting**: Lighting must conform to City of Evans standards. High cut-off parking fixtures should be used, and light poles (standards) should be low because of the residential context of the site. Exterior lighting of the building should focus on illumination of entry points in order to enhance the sense of security and to discourage vandalism.

**Flagpole**: There should be a single flagpole near the main entrance to the building. Lighting should illuminate the flag at night.

**Site Amenities**: A minimum of three (3) trash receptacles, each paired with a recycling receptacle (building entry plaza, internet café plaza, and parking areas) should be provided. Outdoor seating should be provided at the internet café plaza, as well as a bench at the bus stop. Seating should include a variety of modes, including opportunities for low site wall seating.

**Holds**: Space adjacent to the entry plaza, allowing for drive-up, should include a post office-type rack of boxes for library holds.

**Signage**: Wayfinding and traffic control signs must be provided on site. There should be a monument sign identifying the building, most likely at the corner of 37th Street and Golden Street for greatest visibility.
Trash: A trash enclosure, sized to allow for a metal dumpster, should be located near the service entrance. This will serve the entire facility. The corners and front of the enclosure should be protected from damage by concrete filled metal pipe bollards.

C.2.2. Utilities

Refer to Section E.2 for a City of Evans Utility Plan for the 3700 Golden Street Block. Although existing utility sizes and capacities should be determined in the design phase, it appears that most of the required utilities are available either on site or in the adjacent rights-of-way. These include:

Water: A 6-inch water line appears to loop around the site for both domestic water and fire service. There is an existing fire hydrant at the southwest corner of the site, and there are three other hydrants, one on 38th Street across from the site’s southeast corner and two across 37th Street north of the northwest and northeast corners.

Storm Sewer (Storm Water): An existing storm sewer line extends from south to north within the east side of the site from a point about 150 feet north of 38th street and connecting to a line I 37th Street. Requirements for any connections to these should be determined as an outcome of the drainage study required in the Site Plan application process. It may be possible to locate the building so that the north-south sanitary line does not need to be removed. City of Evans Public Works intends to install a storm detention vault somewhere on the north end of the site.

Non-potable Water Line: There is a non-potable pump and a pump house on the north end of the side, adjacent to 37th Street. Consideration should be given to relocating this to a different part of the site so that non-potable water can continue to be used for site irrigation.

Evans Ditch: Ditch pipes are buried along the west portion of 37th Street (connecting to the non-potable water pump) and down Golden Street.

Sanitary Sewer: Existing lines are in the right-of-way on three sides of the site (in Golden, Empire and 37th Streets). The existing school building is served by three lines, two to the west and one to the east.

Electrical: Electrical service is available, and the existing school building is currently served from the east. Locations and capacity should be determined during the design phase.

Cable: The building will require extension of Comcast cable service to the site, which today has neither cable service nor wifi availability.

C.2.3. Design

The design of the Riverside Library & Cultural Center is an opportunity for both the High Plains Library District and the City of Evans to demonstrate their commitment to the community of Evans, in particular to the east side of the city. In doing so, it must incorporate a contemporary and efficient interior plan with an exterior that is appropriate to the residential context and scale of the surrounding neighborhoods. The facility will provide amenities not found elsewhere in
Evans, bringing a high degree of technology and interconnectivity to this unique mixed-use community gathering place.

The successful integration of these two poles (traditional exterior and contemporary, flexible interior), seemingly in opposition, will be at the core of the design challenge for this project. The result must be a facility of enduring quality, able to meet the needs of the community today and in the future. It must take advantage of the programmatic opportunities posed by the dynamic of integrating multiple functions and community activities within a single building.

Refer to Section C.2.3.1 Architectural Design Summary (below) for requirements for specific architectural design features.

C.2.3.1. Architectural Design Summary

Architectural Design Features

Building Massing: The building will be two stories, in order to maximize site open space. In order to avoid any sense of form that is too blocky, stepped massing should be developed to help integrate the building into the neighborhood. Exterior detailing should be developed to break down the scale of the building and to focus attention on key features such as the building entry and window areas. While it may be impractical to cover a building of this size exclusively with a sloped roof, some sloped area or roof feature should be considered. Site design should reflect consideration of possible building expansion, although it is possible that parking ration requirements may limit expansion possibilities.

Building Orientation: The building should be positioned so that, as much as possible, it has an east-west alignment to minimize energy consumption through the building envelope. Orientation should also take into consideration the positioning of roof-mounted photovoltaics or other collection devices. Library collection and reading spaces should be set back or screened from direct sunlight, especially at east and west exposures. Museum collections should also be screened from direct sunlight.

Building Entry: The building entry should be positioned so that it is in sunlight most of the day. It should be glassy and welcoming, including some degree of exterior shelter from a roof overhang or inset space for people awaiting transportation. The police sub-station will have its own entry and small vestibule for weather protection, and this entrance should be placed with a view towards parking and the entry plaza area. The coffee shop/internet café should have its own exterior entrance, and it will also open to the public lobby. The fourth point of entry will be the service entrance, preferably located on the east side of the building so that it is not obvious from the approach to the site from the west on 37th Street.

Interior Features: consideration should be given to re-use of historic or valuable features from the existing building, such as the existing walk-in bank vault or the hardwood gym flooring.

Exterior Roof and Walls: The building exterior should primarily consist of brick masonry, and serious consideration should be given to the feasibility of cleaning and re-
using the existing brick of the school. Stone or architectural concrete masonry unit accents may be considered at the building entry and to provide rhythm and detail at the exterior. Exterior window shading or awning devices may be considered also as a part of the daylighting strategy for the building.

**Exterior Features**: Roof-mounted mechanical equipment must be screened. Because it is likely that the total area of spaces on the second floor will be less than those on the first floor, consideration should be given to locating rooftop equipment in a second floor screened area. Solar collection devices may be located on the roof or south wall: they should be integrated into the building design but also made visible to some degree as a demonstration element on the building.

There should be provided an exterior deck adjacent to the boardroom and also accessed from the Second Floor circulation and Pre-function area. This deck should be approximately 800 square feet. The level of the deck should be flush with the Second Floor: this may require stepping the floor construction to allow adequate depth for an effective drainage system.

**Exterior Windows**: insulated, thermal break, aluminum or steel. Exterior windows should be framed in either aluminum or steel, incorporating a thermal break system. Glazing should be 1” thick insulated, low-e glass, with coatings to maintain as much visibility from both exterior and interior as possible within the constraints imposed by the energy conservation goals for the building. Heavy tinting or high reflectivity will not be allowed.

**Structure**: Structural solutions should be considered that afford economical solutions while satisfying the requirements of the architectural design. Some spaces (Large Meeting Room, Main Lobby) may require somewhat longer spans. The second floor will need to be high enough to allow at least a 10’0” ceiling in library public areas.

**Floors**: Main lobby floors and other high traffic circulation areas shall have hard flooring (stone or tile). Meeting rooms, offices, and most library collection and public areas shall have carpet with a high content of recycled materials. This will be in the form of carpet tiles at raised (depressed) floor areas. A variety of options may be considered for other areas, including service and library support areas, including linoleum or other products with high recycled content or recyclable capability. Service rooms (mechanical, electrical, I.T.) should have either high impact vinyl composition tile or painted concrete. Composition floor tile, if used in the I.T. room, should be of the variety that inhibits the development of zinc “whiskers.”

**Walls and Columns**: Walls and columns should be finished with painted 5/8” gypsum board, with 4” high base (rubber in service and support areas, rubber or painted wood in public areas). High activity areas, such as the Activity Space, should be finished with glass fiber reinforced panels, at least to 6’0” above the floor. In the main public lobby and main circulation areas of the library, alternate materials such as wood or stone may be considered. Corner guards should be provided at high impact and traffic areas.

**Interior Windows**: Interior windows and side lights will be required at several areas, such as the entrances to the non-profit offices and from spaces such as the Police Sub-stations, the Library, and Activity space to the Main lobby space. Side lights should be sized and designed in accordance with codes for tempered glass and fire-rated.
assemblies. Painted hollow metal framing is the likely choice for interior framing because of the likelihood that rated assemblies will have to be provided.

**Ceilings:** The majority of ceiling areas should incorporate ceiling suspension systems with acoustical lay-in tiles, either 2’x4’ or 2’x2’. Suspended gypsum board ceilings may be considered in spaces such as the Board Room, public toilets, and in the Main Lobby areas. Hard surface ceilings should be located so as to eliminate or minimize the need for access panels to serve mechanical equipment.

**Doors and Hardware:** Building exterior doors should be either hollow metal or aluminum storefront doors depending on their location and code requirements. Interior doors should be 8’-0” high typical and have a hardwood veneer stained finish except where otherwise required by code. The height of exterior doors should be coordinated and detailed with masonry modules.

**Elevator:** The building will include a single hydraulic elevator. The elevator cab must open on two opposite sides to allow for service from the second floor to the first floor service corridor.

**Health, Life Safety, and Code Issues**

Refer to section C.2.5 Review Processes for a list of building codes adopted by the City of Evans. The latest adopted edition of these codes and standards shall apply to the design of the facility.

During the project design phase, the architects and engineers shall prepare a code analysis comparing the requirements of the above codes. Exiting requirements will be of particular concern and must take into account the different exiting patterns that will occur when some portions of the building are locked off and others are in use.

**Security Issues:**

As a building with high public use for many activities, the Evans High Plains Library must be designed to respond to a number of security issues:

**Layout:** building entrances should be located to provide observation from the interior of people approaching the building. The Police Sub-station should be located so that it has a direct view of both the parking lot and of people approaching the main entrance.

**Hours of operation:** Zoning of the building must allow for operation of different portions of the building at different times, and it must enable portions not in use to be locked off. In particular, the Library must be locked off when it is not open. Tentative operating hours will be:

- Library: 10:00 a.m. – 8:00 p.m. Monday – Thursday; 10:00 a.m. – 5:00 p.m. Friday and Saturday; and 1:00 p.m. to 5:00 p.m. on Sunday.
- Tenant offices: 8:00 a.m. to 5:00 p.m. Monday – Friday
- Events: Gym-type events are likely to have a schedule similar to that of the library. Other events using the meeting and training rooms are likely to be in the evening (until midnight) and weekends.
- Coffee Shop/Internet Café: 6:30 a.m. – 1:30 p.m. The café could re-open in the afternoons
- Police sub-station: 24/7 operation is possible
The building should incorporate a card access system (swipe or scan). The details of the system, including whether or not any security cameras might be required, should be reviewed with the High Plains Library District, The City of Evans, and the Evans Police Department during the design phase.

Accessibility
The facility will be fully compliant with requirements for accessibility, including those of the Americans with Disabilities Act (ADA) and Chapter 11 of the 2012 IBC.

Acoustics
Acoustical strategies for the building should focus on separation of active and noisy areas from areas of quiet (reading and offices). At the minimum, all walls should employ 5/8" gypsum board. Acoustical batt insulation should be provided at walls around the Children’s Activity space and between library work areas and the public area. On the second level, similar means should be taken at the separations between meeting rooms, and the walls around the Activity Space should include staggered studs as well as batt insulation.

Partitions around noisy spaces should extend to structure (including meeting rooms, activity spaces, public toilets, and Children’s Activity). Although a number of structural systems should be considered, the structure of the second floor should include adequate mass at floors under large meeting and activity spaces to absorb and dampen sound.

Sound control of the mechanical air handling systems is also critical. This includes isolation mounting of any rooftop units and provisions for baffles and isolation suspension at major ductwork and right angled ductwork.

Except at limited areas as described among the architectural features for the building, ceilings should be predominantly suspended acoustical lay-in panels. Although 2’ x 4’ panels will be appropriate for some areas, spaces requiring a higher degree of finish or where rotation of furniture and storage systems in the future is a possibility, 2’ x 2’ grids should be considered.

C.2.3.2. Building Systems Summary

Vertical Transportation: A single hydraulic elevator should be provided to connect the Main Lobby on the First Floor to the Second Floor to access meeting and activity rooms and the Non-profit offices. The cab must be 9’0” tall to allow for transport of furniture, and it must be sized to allow for accessibility and emergency transport of a hospital gurney. A separate elevator machine room must be provided, which would be best located on the 1st Floor.

Electrical systems: Key aspects of the electrical systems of the building should include:
- Separate, individual metering of Tenant Offices
- LED light fixtures where possible, including for task lighting
- Direct-indirect fluorescent fixtures at library collection, reading, and computer areas
- Lighting level control (3 levels optimum) at meeting, conference, and activity spaces
- Photovoltaic collectors, roof-mounted
- Motion-activated room lighting for all offices, work, toilet rooms, and study areas
- Life safety system including smoke detection and alarm
- Power-operated roll-down shades at any large windows with southern or west exposure
- Site lighting to meet City of Evans standards and to encourage a sense of security at building entrances and plaza and parking areas
- Charging station in parking area for two electric vehicles

**Mechanical Systems:** Key aspects of the mechanical systems should include:
- Variable air volume (VAV) system consideration
- Screened rooftop air handling equipment with sound isolation supports
- Consideration should be given to re-use of existing mechanical equipment and components
- Automated Building Control system with remote operation capability by HPLD
- Cabinet heaters (preferably ceiling mounted) at entry vestibules
- The system should use a geothermal ground source system for cooling, with an underfloor air distribution system considered as an alternate for first floor library space
- Fire sprinkler system throughout building
- Mechanical cooling unit in the I.T. Room
- Low water use plumbing fixtures in toilet rooms
- Automatic shut-off faucets in toilet rooms
- Water fountains, not water coolers in public areas

**Communications Systems:** Key aspects of the communications systems should include:
- Separate IT rooms for the building and for the Library, with the building IT Room serving as the primary entry point need to discuss further. The High Plains Library District and City of Evans will continue to explore whether a single IT room, within the library space, could serve the entire building.
- Wireless availability throughout the building and on the plaza for the Café
- Cable service to the building for both the library as well as the key meeting rooms on the second floor
- Dedicated telephone and data connections for the Evan Police Department
- One public telephone in the Library for patron use.

**C.2.3.3. Sustainable Design Summary**

The project should be designed in accordance with sustainable design principles, and it is targeted to achieve U.S. Green Building Council LEED® Gold Certification. The location of the site and the type of facility lend themselves to particular opportunities for incorporating sustainable principles in ways that will truly benefit the building and serve as an example for future development. Some of these opportunities are:

- Collection and storage of energy via photovoltaics or other devices mounted on the roof of the building
- A geothermal well system, with an underfloor air distribution system at library (1st Floor) spaces considered as an alternate
• Reuse of existing building materials such as brick as well as existing mechanical equipment
• Relocation of a bus stop for direct drop-off and pick-up near the main public entry
• Positioning and proportion of the building to minimize energy consumption
• Use of energy-efficient lighting throughout the building, including LED fixtures where appropriate
• Implementation of daylighting strategies, including motion sensor light switches and automated sunshades
• Use of low-VOC emitting materials in the building’s interior
• Use of floor finishes that include re-cycled materials
• Water conserving landscaping using non-potable site water
• Charging station for (2) electric vehicles, located near the building main entrance

There will be some sustainable design elements that, while offering potential LEED credits, may be deemed undesirable (because they raise other maintenance or operational issues) by the High Plains Library District and the City of Evans. For example, it has been determined that the building will not provide staff showers, nor will there be interior, enclosed storage for bicycles.

C.2.4. Construction

The site offers the potential for construction access from all four surrounding streets. However, the contractor should develop a plan for site access and staging with the City of Evans. Construction must comply with all City of Evans ordinances, rules, and regulations.

It is anticipated that Contractor selection will be via an open bid process.

Because the site is within a residential area, several issues will be of particular importance, including:

• Safety, including temporary fencing around construction activities and stored materials. The Contractor must develop a safety plan for submittal to the Owner’s Representative prior to construction;
• Noise: Hours of operation should be reviewed with and approved by the City of Evans;
• Location and number of construction access points;
• Control of dust and removal of waste; and
• Temporary lighting during construction
C.2.5. Review Processes

Design Review approval must be obtained from both the High Plains Library District and the City of Evans.

The site is currently zoned RC (Residential Commercial). This project will require a Site Plan Submittal, for which the requirements are included in the Site Plan Application form maintained by the City of Evans Department of Community Development.

The City of Evans Building Department “administers and enforces Evans’ Building Code which provides minimum standards to control the design, construction, quality of materials, use, occupancy, location and maintenance of all buildings and structures.” The building design must conform to the editions of the following codes in force at the time of the building permit submittal.

- International Building Code (IBC) – 2012 anticipated to be in force
- International Plumbing Code (IPC)
- International Mechanical Code (IMC)
- International Fuel/Gas Code
- National Electrical Code

The site is within the Evans Fire Protection District, with which the architect, engineers, and contractor must coordinate to determine applicable requirements.

The Parks Department of the City of Evans publishes a “Parks-approved Landscape Planting List” that will be applicable to this project.

C.3. Alternatives

The programming team considered several alternatives. A one-story option was deemed to result in too inefficient a use of the site and likely to make it difficult to achieve the requirement for 45% open space. A three-story scheme would result in a building mass that would be out of scale and inappropriate for the neighborhood.

Several two-story options were considered for building massing and orientation. The selected option included in the space blocking diagrams of Section E.4.1 places a two-story building element that is oriented east-west to minimize energy consumption as well as the glare of west light. The building entry is on the south side, and the Coffee Shop/Internet Café as well as the Police Sub-station also open to the south and to parking and exterior plaza areas.

The blocking diagram indicates the exterior book drop turnaround at the southwest corner of the building. A secondary option for locating the drop at the northwest corner of the 1st Floor was also considered, and this might also prove to be a viable option. In either event, the
drive to the book drop should connect to the main parking area so that patrons are not confused.

Alternatives were also considered for assigning spaces between the two floors of the building. Ultimately, it was agreed that all library spaces should be on the first floor because of the numbers of families and children expected to use this branch and because of the ease of direct access from the service area and entry.
D. Implementation Information

D.1. Budget

A construction budget is being developed and will be included in the final version of this program plan. The Architect will be required to engage a cost estimating consultant, and milestone cost estimates will be developed, breaking down costs into four components: 1) Library space; 2) City of Evans space; 3) Shared space; 4) Site costs. Separate budgets will be developed for technology, furniture (FF&E), and building demolition including abatement.

D.2. Funding Sources

Funds for this project will come from a variety of sources. These include: a) High Plains Library District Capital Improvement Funds; b) High Plains Library District Foundation; c) City of Evans General Fund; d) Colorado Department of Local Affairs (DOLA) Energy and Mineral Impact Assistance Grant; and d) several other possible grants that will be applied for, including Boettcher Foundation Grant and Greely Evans Transit (GET) Transportation Grant (for bus drop-off and shelter).

D.3. Schedule/Phasing

The tentative milestone schedule dates have been established for the project:

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Program Plan Approval</td>
<td>November 2012</td>
</tr>
<tr>
<td>Architect Selection</td>
<td>December 2012</td>
</tr>
<tr>
<td>Design &amp; Pre-Con Begins</td>
<td>December 2012</td>
</tr>
<tr>
<td>DOLA Grant Approval</td>
<td>May 2013</td>
</tr>
<tr>
<td>Contractor Selection</td>
<td>June 2013</td>
</tr>
<tr>
<td>Complete Construction Documents</td>
<td>June 2013</td>
</tr>
<tr>
<td>Construction Start/Groundbreaking</td>
<td>June 2013</td>
</tr>
<tr>
<td>“Soft” Opening/Ribbon Cutting</td>
<td>April 2014</td>
</tr>
<tr>
<td>Construction Complete</td>
<td>May 2014</td>
</tr>
<tr>
<td>Commissioning</td>
<td>June 2014</td>
</tr>
<tr>
<td>Occupancy/Grand Opening</td>
<td>July 2014</td>
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</table>
D.4. **Operating Costs**

A plan for operation of the facility, including the funding for operations, will be developed as part of the Intergovernmental Agreement (IGA) to be completed by the High Plains Library District and the City of Evans.
E. Appendices

E.1. Site Plan

E.1.1. Existing Site Plan
E.1.2. Site Blocking Diagram

The site plan below illustrates one possible design, based on the site relationships and building massing described in this report.
E.2. Infrastructure Plan

An updated ALTA plan of the site, dated October 2012, is available from the Owner’s Representative.
E.3. Architectural Program

E.3.1. Space Requirements

Riverside Library & Cultural Center
SPACE TABULATION SUMMARY

5-Nov-2012

<table>
<thead>
<tr>
<th>BUILDING TOTALS</th>
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<tr>
<td></td>
<td>36063</td>
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<tr>
<td>Internal circulation</td>
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<tr>
<td>@90% asf/gsf*</td>
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<td>Subtotal (asf)</td>
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<table>
<thead>
<tr>
<th>Library Collections and Public Areas</th>
<th>Total</th>
<th>9514</th>
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</thead>
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<tr>
<td>Library Office &amp; Support Areas</td>
<td>Total</td>
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</tr>
<tr>
<td>City of Evans Spaces</td>
<td>Total</td>
<td>2200</td>
</tr>
<tr>
<td>Shared Spaces</td>
<td>Total</td>
<td>18043</td>
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*Building Common Non-Assigned Space includes circulation between common areas not included in first Floor Lobby. Internal circulation specific to sub-areas is included in the totals of the four sub-areas at 30% of gross
## Library Collections and Public Areas

<table>
<thead>
<tr>
<th>Space</th>
<th>Units</th>
<th>asf/unit</th>
<th>Comments</th>
<th>Total</th>
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<tr>
<td>General Collections</td>
<td>1</td>
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<td>2200</td>
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<td>Open Reading - General</td>
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<tr>
<td>Children's Collection</td>
<td>1</td>
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<td></td>
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<td>Open Reading - Children's</td>
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<tr>
<td>Teen Collection</td>
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<tr>
<td>Teen Open Reading</td>
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<td>200</td>
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<td>200</td>
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<tr>
<td>Computers</td>
<td>16</td>
<td>25</td>
<td></td>
<td>400</td>
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<td>Periodicals/soft Seating</td>
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<td>300</td>
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<tr>
<td>Small-group Study Room</td>
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<td>Group Programs Room</td>
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<td></td>
<td>400</td>
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<td>General Quiet Reading (nook)</td>
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<td></td>
<td>80</td>
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<tr>
<td>Holds/Pickup</td>
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<tr>
<td>Public Service/Help Desk</td>
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**Total** 9514

- **Internal circulation**
  - @70% asf/gsf 2854
  - **Subtotal (asf)** 6660
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<tr>
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<table>
<thead>
<tr>
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<th>asf/unit</th>
<th>Comments</th>
<th>Total</th>
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<td><strong>LIBRARY OFFICE AREAS</strong></td>
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<td>Mailbox &amp; Sorting</td>
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<td>incl. counter to charge devices</td>
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<tr>
<td>Copy Area</td>
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<td>Office Supplies/Storage</td>
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<td>Staff Toilets</td>
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<td><strong>LIBRARY SUPPORT AREAS</strong></td>
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<td></td>
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<td>Book Sorting</td>
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<tr>
<td>Work Table - Donations</td>
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<td>Storage - Crafts &amp; Supplies</td>
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<td>Craft Prep. Space</td>
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## City of Evans Spaces

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<td>ATM, Mail, Copy/Fax,</td>
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<td>Museum Display</td>
<td>8</td>
<td>25</td>
<td>8 cases 36x60 plus standing</td>
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<tr>
<td>Business Center</td>
<td>1</td>
<td>60</td>
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<tr>
<td>Evans Police Substation</td>
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### Total

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## Shared Spaces

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<tr>
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<td>Vestibule</td>
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<td>Coffee/Internet Café</td>
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<tr>
<td>Café Storage</td>
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<td>Large Meeting Storage</td>
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<tr>
<td>Pre-Function</td>
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<td>Boardroom</td>
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<td>Catering/Staging</td>
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<td>Staff Lounge</td>
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<tr>
<td>Training/Activity</td>
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</tr>
<tr>
<td>Training/Activity Storage</td>
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<td>50</td>
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<tr>
<td>Coatroom</td>
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<td>Family Toilet</td>
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<td>Building Janitor &amp; Supply</td>
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<tr>
<td>Building Mechanical</td>
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</tr>
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<td>Building Electrical</td>
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<td>Building I.T.</td>
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<td>Elevator Machine Room</td>
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### Total

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<td>Subtotal (asf)</td>
<td></td>
<td></td>
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E.3.2. Space Descriptions

**Library Collections and Public Areas:** Refer to E.5 Shelving Areas by Collection Code for a detailed tabulation of collection materials.

**General Collections:** The General Collections area should have the feel of a good place for browsing, with some deeper shelving as well as standard-depth ranges of shelves. Most general collections area shelving should be 66” at the highest. Specialized collections within this area (such as English learners and the Audio Visual collection) should not be segregated from other collection areas. Line of sight is critical from the help/service desk and within the general collections area. Lighting must align with shelving. General Collections should include a small area with racks and shelves for periodicals as well as soft seating in small groupings. A water feature of some kind, including the sound of falling water, might be located in this area.

**Open Reading – General Collections:** Accommodation for 50-60 seats in a variety of configurations: soft seating; tables for one, two, or four seats with an emphasis on smaller arrangements, window seats that can double as storage, and soft seating for reading periodicals. The seating should convey a sense of comfort, including task lighting. A water feature might be included somewhere within the reading area.

**Children’s Collection:** This area should include picture book bins and low shelving. A highly flexible space, the Children’s area will include display for graphic novels, hanging kits, book club bags, children’s periodicals, and music cd’s. English Learners will use this section, which although initially planned for Spanish-language materials, will need to evolve with demographic changes in the community.

**Open Reading – Children’s:** Provide with literacy activity centers, each with a table with small chairs. Furniture should be smaller and lower throughout this area, with some adult soft seating. All furniture must be easily movable.

**Teen Collection:** This area will include graphic novels, but everything else is likely to be accessed by teens will be integrated into general collections.

**Teen Open Reading:** A small reading area with some sense of individual identity and “hangout.” This should include fun soft seating, including large beanbag furniture.

**Computers:** Computer work counters, optimally in an open chevron pattern, with chairs facing the service/help desk. Allow for a total of 16 (sixteen) computers, with power and data for each row, and approximately 42” of horizontal space for each computer station. Different arrangements should be considered, including comfortable seating with computers on swivel surfaces, as well as the “zig-zag” configuration in use at the HPLD Carbon Valley Library

**Small-group Study Room:** Two small rooms for quiet group study, each with a table and four chairs and a white board. The wall(s) between the Study Rooms and the general public area of the library should be primarily of glass.
**Group Programs**: An area sized to accommodate either adult groups or several adults and up to 20 (twenty) children for a variety of activities (reading, puppetry, crafts). The space should have a high ceiling and unique lighting that can be set at several levels of intensity. The space may or may not be developed with a “theme” or unique image, but it must be a fun and welcoming area, in which color plays an important role. A flat floor will offer more programmatic flexibility. A window to the exterior is not required. It must allow different configurations and use. This must be an acoustically “quiet” space, with some sound absorbent wall, floor, and/or ceiling materials.

**General Quiet Reading (nooks)**: In addition to the reading areas provided within collection areas, the main circulation pathway through the library should include quiet reading opportunities, either in nooks or in small furniture groupings. Natural light and views to the exterior are desired, as well as task-level lighting for quiet reading.

**Holds/Pickup**: An area near the library entrance and the service/help desk, with a total of 6 sections of two-sided 60”-high shelving.

**Public Service/Help Desk**: Work space for two library staff, placed at the entry to the collections/public area. Since this station will be the only staffed point of service in the library, it must have a view of each of the primary collections and reading areas. The desk may be segmented or curved to allow access from several points, and consideration should be given to having segments designed so that desk height is adjustable and desk segments can be moved for varied configurations. A portion of the counter must be set at a height to satisfy accessibility requirements. Attention must be paid to wire and cable management at the desk and to the storage of papers and forms. Computers will be station on top of the desk such that the screens can be turned 180 degrees for patron viewing.

Two (2) self-checkout machines should be placed on a podium near the entrance to the library and across from the desk, across the flow of patrons so as not to cause congestion at the desk.

**Copy Area**: Provide space for two floor mounted, high-volume printer, with data and power outlets. Wall-mounted cabinets above (with adequate clearance for copier door to swing up) for paper and printing supplies. Approximate length of area 7’0”, including length of copier and trash and recycle receptacles. Provide space for PC reservations.

**Library Office Areas**:

**Library Manager**: enclosed office of 180 asf with one desk and credenza, two single-sided shelving sections, a 36” round side table with three chairs, and power and cable to serve both desk and table, with a telephone connection at the desk. An exterior window is desirable, as is an interior sidelight at the door to the general staff office and work area. The Library Manager’s office must be adjacent to the supervisors’ offices.

**Supervisors**: Two (2) single offices of 120 asf, each with a desk, credenza, and two sections of single-sided shelving. Space should allow for two side chairs in front of the desk. An exterior window is desired, but not required. Provide adequate power,
telephone, and cable. Locate adjacent to Library Manager and with a direct connection to the library work area.

**Flex Office**: A single office of 120 square feet, with the same power, telephone, and cable provisions as the Supervisor Offices. This will be used for webinars and other activities.

**Work Stations**: six (6) work stations will accommodate nine (9) FTE. Allow for 6’x8’ stations, each with a chair and side chair. Office system furniture layout should allow for location of two book trucks within the work station, as well as desk surface and cabinets above and below. Layout of stations should be in a single bank, with one each power and data connection. Allow for 36” minimum passage around work stations, with 60” diameter clearance if any dead-ends are created with layout.

**Lockers**: 6 full height, 12” wide lockers, provided either in line or with 6 each on opposite sides. Locker area should include a single 3’ long bench. Locate adjacent to the work area near the service/receiving area.

**Mail & Sorting**: Alcove or open area with work counters (with cabinets above and below) and a bank of 20 (twenty) mail slots, including four slots for larger parcels. Determine exact layout of millwork with HPLD administration. Counter space should allow for space and power for a postage meter with scales. The mail alcove should be near the work areas.

**Printer Area**: Adjacent to or combined with Mail & Sorting. Provide space for floor mounted, high-volume printer, with data and power outlets. Wall-mounted cabinets above (with adequate clearance for copier door to swing up) for paper and printing supplies. Approximate length of area 7’0”, including length of copier and trash and recycle receptacles.

**Office Supplies & Storage**: Locate adjacent to Copy Areas and Mail & Sorting. Storage closet with shelves on both sides (5’ clearance between) to accommodate heavy loading of office supplies. Ceiling may be open to structure with suspended fluorescent fixture.

**Staff Toilets**: One Women’s and one Men’s toilet, both handicapped accessible. Floor-mounted tankless toilets, wall-mounted sink with clearance for wheelchair below and protective sleeve over water piping below sink. Paper towel dispenser, trash disposal, soap dispensers at both toilets. Sanitary napkin dispenser and disposal at Women’s.

**Library Support Areas:**

**Work Table Area**: Work Table Areas: Four (4) 36”x72” work tables, two against a wall and two space a minimum of 4’0” away from wall. Provide tackable surface over tables at wall.
**Shelving:** A total of eight (8) 36” full-height sections of double-sided shelving (or the equivalent in shelf length if some single-sided shelving is used. 36” minimum clearance between shelves, with 60” diameter clearance if dead ends are created. Align lighting to provide for adequate visibility of titles on the lowest shelf.

**Book Truck Storage and Staging:** Floor space for movement and staging of approximately twenty (20) book trucks, including approximately 4’ of clearance space on three sides of staging area. Locate near shelving and work tables.

**Book Sorting:** Two (2) 36” x 72” Work tables, located either against wall or in floor area with circulation on all sides. Locate near book shelves, book trucks, and work tables, but distinct from work table area. Adequate space should be provided to accommodate automated book sorting in the future.

**Work Table – Donations:** A single 36” x 72” work table, set against a wall, for receiving and processing donations.

**Storage – Crafts & Supplies:** Lockable storage alcove or closet with 8’ long counter with storage cabinets below and shelving above (with under-counter lighting). Could be combined with Children’s Activities Storage. This area should also include three (3) 36” long x 24” deep floor mounted metal shelving for storage of materials for Children’s activities (puppets, models, costumes, equipments, etc.). The ceiling may be open to structure, with suspended fluorescent fixtures.

**Craft Prep Space:** this space should be adjacent to a door leading from the staff work areas to the Group Program area. This will require a counter 8 feet in length, including a sink, cabinets and storage below, and open shelving above. This should also be near the work table area.

**Janitor’s Closet:** Closet, 40 asf, with floor sink, mop rack, coat hooks, and storage shelving for janitorial supplies. Locate near staff toilets.

**I.T. Closet – Library:** I.T./Data closet with space for and access around three (3) data racks. Provide in-room cooling.

**Receiving:** Area just within exterior service door. Door should be a pair of 3’0” x 8’4” hollow metal doors. Provide a window to side of doors for visibility of service area. Receiving area should be approximately 8’0” wide x 10’0” deep, including an alcove for interior collection of trash and recycling materials. An exterior trash dumpster should be placed in an enclosure directly across loading/receiving drive area.

**Book Drop Receiving - Exterior Drop:** the exterior book drop chute should lead into a small room with a rated enclosure and door per the building code. This room should be located as near as possible to the work room and should also lead to the same area as the interior book drop.

**Book Drop Receiving – Interior Drop:** The interior Main Lobby should provide for an interior book drop leading to the work area. Building code separation requirements will determine whether this drop must lead to a rated enclosure. As an alternative, to be explored with the HPLD, the book drop could be positioned just inside the library entrance, in which case it could be accessed only during library operating hours. Both
exterior and interior book drops should accommodate a future automated book sorter with minimal conveyor length.

**City of Evans Spaces:**

**Tenant Offices:** Five (5) offices of 180 asf, each with space for two desks and a small round table and chairs. Each door must be lockable, and each office should also be provided with a side light of two feet minimum width. Exterior windows may be considered but are not required. Provide each office with power, data, and telephone for two desks. The offices should be on the Second Floor, away from the activity of the meeting spaces.

**Office Copy/Fax Area:** A separate room with key access, including space for a floor-mounted copy/scan/fax machine, with space for trash and recycle receptacles and cabinets for storage of paper above. Provide a shared coat closet for office tenant use. Space should be adequate also for location of a small reception desk and work surface to serve the tenant offices.

**Museum Display:** Display of the museum materials should be explored with both city and Library District. A separate museum space will not be created, but museum materials can be displayed in cabinets, which could be located either in the Main Public Lobby or in the library entry areas. A total of eight cabinets, roughly 5-feet long and 3-feet deep should be planned. Final location and disposition of the cabinets will be determined as part of the overall design strategy for the building. The cabinets should be designed so that they can be moved. Lighting should be provided to allow for track lighting with directed fixtures or recessed cans for museum-quality lighting. The museum cabinets may also include one cabinet for display of Evans Fire Protection District historical materials.

**Business Center:** An alcove located on the first floor near the building entrance and the police sub-station. Work counter, 6’ long. Provide for wall display of City notices and announcements. This space could actually be within or adjacent to the entrance to the library.

**Evans Police Substation:** Station to be operable at all hours, staff by one city of Evans officer, with counter room space and chair for a second officer at shift changes and emergencies. Substation should have a view towards the main building entry plaza and parking. The Substation could be staffed anytime but won't be operated 24/7. It will not require a separate entrance, but could be entered either off the Main Lobby or off a corridor leading from the lobby to the service entrance for the building.

**Shared Spaces:**

**Public Lobby:** Two-story space within main entry door vestibule. The lobby should provide access to all main functions within the building, including: Library, Coffee Shop/Internet Café; Police Sub-station; and Elevator to Second Floor shared spaces. An open architectural stair should be place to connect to the upper level. Placement of the stair should be designed so that the upper level will require only one other exit stair.
The lobby should have durable, hard finishes at walls and floors, including ceramic tile or stone floors. Floors should be slip resistant and easy to maintain. Ceilings could be a combination of suspended gypsum drywall and acoustical ceiling tile. This will be a space with considerable traffic and noise, so attention should be paid to placement of acoustical finishes. The space should also take advantage of natural light, although a skylight is not desired.

The lobby should include power and data connection for an ATM machine, positioned so as not to interrupt flow into any of the adjoining spaces including the Library.

**Vestibule:** Connecting the exterior entry plaza to the Main Lobby, the vestibule should be deep enough to allow for accessibility when both interior and exterior doors are swinging. Doors should be provided with push pad access from both sides. The vestibule should be wide enough to accommodate code-required exit width plus enough glazing at the side for visitors to stand and wait for transportation.

The vestibule floor should have a shallow recessed floor mat that can be removed and cleaned. Heat should be provided via a ceiling mounted cabinet heater.

**Coffee/Internet Café:** the Café will open both to the interior Main Lobby and to an exterior plaza with seating and tables, so that coffee service may continue when other portions of the building are closed. As much as allowed by building codes, the interior seating should open directly to the lobby. This area should be configured so that in evenings and on weekends, the Café can be closed down with a security grille when there are other events taking place within the building.

The Café should allow for a display counter approximately 10 feet long, plus a check-out section that is accessible from the front for someone in a wheelchair. Layout should allow for counter to the exterior, with a door (either to the side or as a Dutch door) should be positioned at right angles to the cashier.

The café will require a counter with a sink and dishwasher and should allow for a full sized refrigerator. Baked materials and/or sandwiches will be brought to the Café, as there will be no oven or stove. The counter will require space and power for a microwave. Construction should include room finishes, power, water, and waste but no casework.

The Café should also be planned so that a small addition to the building, perhaps of 500 square feet, could be accommodated into the plaza/landscape area

**Café Storage:** Provide a pantry closet for the Café, adequate for four 36” sections of full height shelving. The pantry should have a washable lay-in ceiling. Shelving will not be provided as a part of the construction budget.

**Large Meeting Room:** A large rectangular room to accommodate 300 people seated in rows (15 sf per person) or 150 people seated at 8’ or 10’ round tables. The room should be dividable into two with movable, acoustic partitions (stacking panel type), and room exits should be planned to accommodate these different configurations. Windows to the exterior are not required. Calculate seating at rounds or seating in an audience at 300.
The Large Meeting Room should be provided with a ceiling-mounted power operated projection screen, and the ceiling should be high enough to allow for good visibility of the screen when the entire room is opened up.

**Large Meeting Storage:** An open closet for storage of tables and chairs, this room should be 240 asf. It should have a 2’x4’ lay-in acoustical ceiling with 2’x4’ direct parabolic fluorescent fixtures.

**Pre-function Space:** Space as part of the circulation space on the second floor at the entry area to the Large Meeting Room. Provide with adequate power to set up registration tables and coffee service for large events.

**Boardroom:** The boardroom should allow for seating of 16 people at a large table, with additional seating for another 16 on the two long sides of the room. The room should have a ceiling with a gypsum board coffered perimeter with inset acoustical tiles in the center.

Provide power at the table for 16 laptop connections and connections for two conference telephones. The room should have a power operated, ceiling recessed projection screen. Lighting should be dimmable and allow for several modes of illuminating the rooms.

The boardroom should open onto an exterior deck and should have windows facing the deck (see section on Architectural Features). The windows should be provided with a power-operating sunshade/blackout curtain system.

**Catering/Staging:** the catering room should be adjacent to the Boardroom and near both the elevator and the deck. The room requires a sink and 10 feet of counter space with storage below. Provide space for staging two carts for food and coffee service. The counter should have adequate power for six appliances (coffee, microwave, etc.).

All service to the Catering/Staging Room (as well as trash removal) will be via the elevator and to the receiving area. This space should be near or adjacent to the staff lounge.

**Staff Break/Lounge:** Space and power for a full-sized refrigerator. Counter with sink and cabinets with storage and dishwasher below as well as drawers for utensils and supplies. Provide counter with power for microwave and coffee/hot water machine (with drain line). Cabinets above for storage of plates, glasses, and cups and supplies. Counter length should be approximately 8’. Room for two (2) 48” round tables and chairs. Exterior window desired but not required.

**Training Room and Activity space:** Dual-function room including computer training room for up to 30 people at 18” deep x 60” long training tables and activities such as Yoga, Zumba, and other exercise classes. Provide adequate power for each row of computer tables. The table will require a ceiling-mounted projector and screen, with a whiteboard to the side of the screen. Windows to the outside are not desired.

For activity studio uses, provide with a continuous mirror on one wall and a floating hardwood floor. Because this space will be a potential source of noise, walls should have acoustical batt insulation, and a staggered stud assembly should also be
considered. This room, like the other shared assembly spaces, should be located on the second floor, but it should be buffered from either the Large Meeting Room or the Boardroom by storage and service space. This room must accommodate a class of 16 on yoga mats or 25 for more concentrated group activities.

The floor should be provided with non-static carpet. The ceiling should be a 2'x2' or 2'x4' acoustical lay-in ceiling with direct/indirect fluorescent fixtures. Light fixtures should accommodate three switching levels to adjust the amount of light.

**Training/Activity Room Storage:** A storage room of 100 asf for tables, exercise materials, and equipment to be stored on audio visual carts.

**Coatroom:** The coatroom should be located on the second level, adjacent to the Boardroom and the Large Meeting Room. It should be an open room with a Dutch door, adequate to hold two rolling coat racks.

**Public Toilets:** Calculation of public toilet room fixture counts should factor in the other toilet facilities for the Tenant Offices and for the Library staff. There should be one Women’s Toilet Room and one Men’s Toilet Room on each floor. Because they serve different areas (Library and Café on the First Floor and Meeting and Activity spaces on the second floor) toilet fixture counts should be calculated separately.

**Family Toilet:** Provide a fully accessible family toilet, including a changing counter 5’ long.

**Building Janitor & Supply:** A large janitor and supply closet, which could be located on either the First or Second Floor, although the First Floor would be preferred because of access to the exterior and to the receiving area. This room should have a floor sink, mop hooks, and full height shelving (6’0” long x 24” deep x 7’0” tall) for janitorial and building maintenance supplies.

**Building Mechanical:** Space for mechanical equipment requiring enclosed space (such as boilers or chillers). Air handling units should be roof-mounted and screened, possibly in an area of the second floor enclosed with walls but open to above. For programming purposes, mechanical enclosed space is assumed at approximately 5% of building area, or 1500 square feet.

**Building Electrical:** Main service to the building, including switchgear and panels to serve all spaces, including library spaces. Power to the library facilities will be fed from this room. Provide adequate clearance per code around and above electrical equipment. The floor may be sealed concrete or painted with an epoxy coating, and the space may be open to structure, with suspended fluorescent light fixtures. The room may require two doors, and doors must swing out per building code.

**Building I.T.:** The I.T. room must be sized to accommodate incoming phone and data lines, and the Library I.T. room will be served from this space. Include a backboard for a telephone panel.
**Elevator Machine Room**: Equipment room for hydraulic elevator. The door must swing out. The machine room must be located so as to allow the elevator to have door openings on opposite sides (public lobby and service).
E.4. Space Relationships

E.4.1. Space Blocking Plan

First Floor – Blocking Plan
not to scale
### E.4.2. Affinity Matrix

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<th>Police Sub-station</th>
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<th>Catering/Staging</th>
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**LEGEND**

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**AFFINITY MATRIX 2: Library Only (with Lobby & Café)**

**Note:** Public Toilets include toilets on 1st and 2nd Floors

**LEGEND**

Should be adjacent to (3 - directly adjacent; 2 – nearby – must be on same floor, 1 - nearby)

Neutral Relationship (0 - adjacency does not matter)

Should not be adjacent to or near (-3 - very remote; -2 - remote; -1 - somewhat remote)

*Riverside Library & Cultural Center Program Plan*

*Page 42*
## E.5. Shelving Areas by Collection Code

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<th>Shelving Area</th>
<th>Items Per Ft</th>
<th>Feet per Shelf</th>
<th>Max Capacity / Shelf</th>
<th>Max capacity # of Shelves per Section</th>
<th>Lineal Footage</th>
<th># of Shelves per Section with 25% increase for comfort factor</th>
<th>Lineal Footage plus 25% C * F</th>
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**CHILDRENS COLLECTION 600 sq ft**

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<td>5.56</td>
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<td>36</td>
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<td>54</td>
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<tr>
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**Children's Board Books**

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<tr>
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<td>36</td>
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<td>54</td>
<td>2.78</td>
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<tr>
<td><strong>TOTAL Children's Collection</strong></td>
<td>381</td>
<td>60</td>
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**Total Collection Size**

<table>
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If # of shelves
E.6. Acknowledgements

High Plains Library District
Janine Reid
Executive Director
2650 W. 29th Street
Greeley, CO 80631
970-506-8563

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City Council
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Evans, CO 80620-2036
970-475-1112

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Paul Wember
Dan Spykstra

Architect
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303-817-1884
Cornelius (Kin) DuBois, FAIA, LEED AP, NCARB