



## Ruth Holley Library and Library 21c Design Services

RFP 401-26-01-DIST

Amendment #1

April 10, 2026

After receiving similar requests for clarification, the RFP has been amended to improve clarity. Please review the updated version below for changes.

If you have new questions, please email Kim Hoggatt (khoggatt@ppld.org) and Lindsay Sosa (lsosa@ppld.org) by Wednesday, April 15, 2026. We will not be responding to previously submitted questions, as the updated Scope of Work is intended to address those inquiries. If any part of the revised Scope of Work and Pricing remains unclear, please do not hesitate to submit additional questions.

The current RFP schedule will be updated to reflect the following changes:

### RFP schedule:

RFP released .....	Friday, March 27, 2026
Pre-proposal conference.....	Tuesday, April 7, 2026, 9:00 a.m.
Deadline for final questions.....	Wednesday, April 15, 2026
Deadline to return answered questions .....	Friday, April 17, 2026
Proposals due.....	Monday, May 4, 2026 at 2:00pm
Board Review and Decision.....	Wednesday, May 20, 2026
Award Notification.....	on or about Friday, May 22, 2026

The scope of work will be updated to reflect the following changes.

### **Scope of Work**

#### 1.1 Purpose:

PPLD is seeking proposals from qualified architectural and design firms (vendors) for design services for a remodel of the Ruth Holley Library at 685 North Murray Blvd, Colorado Springs, CO 80915, and a partial remodel of Library 21c at 1175 Chapel Hills Drive, Colorado Springs, CO 80920, both with a focus on improved space planning. The goal of this project is to enhance the functionality, accessibility, and aesthetic appeal of library spaces in alignment with the PPLD mission to cultivate spaces for belonging, personal growth, and strong communities. The resulting design will be used for future construction RFPs.

PPLD conducted a Facilities Master Plan in 2024 that provided valuable information

that can be found here: <https://ppld.org/facilities-master-plan>.

Ruth Holley Library:

- Greater space for families in a functioning children's area
- Greater space for educators to work with students (study rooms, collaborative workspaces)
- Evaluation of potential building expansion into adjacent parking areas (to be explored at a conceptual level unless otherwise directed).
- Drawings with highlighted areas that are available for consideration are included, Exhibit A - Ruth Holley Library Drawings

Library 21c:

- Expansion and improvement of staff workspaces, staff collaboration, and staff storage space within the current staff-use space footprint, may consider repurposing some public-use space.
- Drawings with highlighted areas that are available for consideration are included, Exhibit B - Library 21c Drawings

## 1.2 Detailed Specifications:

The selected firm shall provide comprehensive design services, including but not limited to the following specifications:

- Site Assessment:
  - Conduct site visits at both locations to understand current layouts, identify potential challenges, and observe user behaviors
  - Engage with PPLD staff to gather feedback on existing spaces desired improvements.
- Space Planning:
  - Develop efficient and effective space designs that support diverse library functions, including reading areas, study rooms, community spaces, makerspaces, office, bookcases/stacks, restrooms, conference rooms, staff break rooms, teen, children's, adult, fiction, and technology labs.
  - Ensure space designs comply with Americans with Disabilities Act (ADA) and local codes.
- Architectural Design:
  - Create detailed architectural plans
  - Develop architectural design solutions to support the approved space plan, including:
    - New and reconfigured interior walls and partitions.
    - Built-in elements such as service desks, millwork, and storage
    - Modifications to existing layouts required to achieve project goals.
    - Coordinate with engineering disciplines as needed, including mechanical, electrical, and plumbing (MEP) systems, to support the development of construction document level drawings.
  - Ensure designs meet applicable codes/local regulations
  - Incorporate sustainable design practices where feasible.
- Interior Design:
  - Comply with Facilities Master Plan Design Guide and current feel for

interior design concepts, color schemes, materials, finishes, and fixtures.

### 1.3 Service Requirements

The firm selected must adhere to the following service requirements:

- Engagement and Collaboration:
  - Participate in regular meetings with PPLD staff to review design progress.
- Timeline:
  - Develop a project timeline including key milestones from initial assessment to final design delivery.
- Quality Assurance:
  - Implement a quality assurance process to ensure that all design deliverables meet PPLD expectations and relevant standards.
  - Address and resolve any design issues or conflicts that may arise during the project implementation.

### 1.4 Design Development and Documentation

Advance selected concept into construction document level suitable for use in a future construction RFP.

### 1.5 Delivery Requirements

All deliverables for the design services must be provided in both hard copy and electronic format. The delivery requirements include:

- Design deliverables
  - Two (2) complete sets of drawings (1 for Ruth Holley Library and 1 for Library 21c)
    - Drawings shall include floor plans, furniture layouts, and other documentation necessary to communicate design intent.
- Provide an estimate to PPLD for budgeting for 2027 construction RFP.

Firms must be able to certify they have the capabilities and resources to provide all services outlined in the scope of work for this project.

This project has a targeted completion date of September 9, 2026. The selected firm shall provide a detailed project schedule outlining key phases and deliverables.

All work shall be done to the highest of industry quality and standards.

Any assumptions, exclusions, or optional services must be clearly identified in the proposal.

The pricing will be updated to reflect the following changes.

## Pricing

Minimum Services: PPLD is looking for the best-value proposal that meets the needs of the district to include all cost aspects of service.

- Total project fee
  - A lump sum fee for all services described in the Scope of Work
- Fee breakdown by Phase- provide a breakdown of fees by project phase, including at a minimum:
  - Site assessment and stakeholder engagement
  - Space planning and concept development
  - Architectural design
  - Interior design
  - Design development/construction documents
  - Cost estimating
  - Project management and meetings
- Hourly rates- provide hourly rates for all key personnel who will be assigned to this project.
- Optional Services- clearly identify and price any optional or additional services separately, including but not limited to:
  - Expansion feasibility studies
  - Additional stakeholder engagement sessions
  - Construction administration services
  - Additional revisions beyond the defined scope
- Reimbursable expenses- indicate whether reimbursable expenses are included or excluded. If excluded, provide a list of anticipated expenses (e.g. printing, travel, etc.).