

## Colorado State Capitol Visitor Services Desk Project

The project is to build a new Visitor Services tour desk at the Colorado State Capitol. An average of 300,000 people visit the State Capitol Building (Capitol) each year. An estimated 70,000 visitors take a tour offered through Visitor Services each year.

The Visitor Services tour desk serves as the welcome and information center for the Capitol. Visitor Services offers the following functions:

- visitor information, including guides, booklets, and other resources;
- tours for the general public throughout the day;
- tours for schools, youth groups, and other special groups;
- a gift desk to sell books and momentos;
- general information for visitors; and
- any other services necessary to serve the goal of providing visitors with a welcoming experience.

The Visitor Services tour desk is used by:

- three full-time staff that rotate through the use of the space;
- an average of 40 volunteers total with four or five at the tour desk at one time; and
- five paid guides during the summer months.

The new Visitor Services tour desk will be located on the first floor, north wing of the Capitol directly west of the current desk's location. The relocation provides more usable space to meet the needs of volunteers and staff.

The scope of work for the project includes construction, fabrication, and installation of the Visitor Services tour desk. The project will also include the demolition of the existing Visitor Services tour desk in the Capitol. Legislative Council Staff will serve as the project Owner, with input from other building tenants.

The new Visitor Services tour desk was designed by Form+Works (see attached documents for design proposal). The design stage of the project addressed the following project goals:

- improve traffic patterns away from the security check-in and State Patrol and towards the north atrium;
- make the Visitors Services tour desk ADA accessible for volunteers and visitors;
- create privacy in work space for volunteers and staff;
- improve lighting throughout space, especially in work areas;
- provide a gift desk for the display and sale of items. Items should be locked, but easily accessible for staff and the display case should be lit;
- provide two work stations, including computer access, phones, and one printer;
- provide private storage space for volunteers; and
- maintain the historic integrity of the building by designing to the materials (oak, marble surface on Visitor Services tour desk) and features (egg and dart and Greek key patterns).

The new Visitor Services tour desk should be installed and operational no later than Friday, November 30, 2018.

Legislative Council Staff is seeking proposals from qualified contractors to complete the project. Please contact Damion Pechota, Legislative Council Staff, at [damion.pechota@state.co.us](mailto:damion.pechota@state.co.us) or 303-866-4789 with any questions. Please submit all proposals via e-mail to [damion.pechota@state.co.us](mailto:damion.pechota@state.co.us) no later than 5:00 p.m. on May 18, 2018. Please limit the submission file size to no more than 20 megabytes.

## **Scope of Work and Deliverables**

### **1. Review of Design Plan**

- a. Meet with Form+Works and Owner to review the design for the Visitor Services tour desk.
- b. Verify electrical and other services needed for the project.

### **2. Materials and Costs of Project**

- a. Work with Form+Works and Owner to identify materials to be used for the Visitor Services tour desk.
- b. Provide Owner with a final cost proposal for the fabrication, construction, and installation.
- c. Provide time for Owner to review and modify construction plans for the Visitor Services tour desk based on the final cost proposal.
- d. Make any necessary changes with the help of Form+Works and Owner.

### **3. Onsite meetings**

- a. Walk-through of proposed space.
- b. Initial meeting to discuss scope of work and project schedule.
- c. Final proposal to the Capitol Building Advisory Committee on materials to be used for the Visitor Services tour desk.
- d. Any other meetings needed by the consultants or Owner for the project.

### **4. Fabrication, Construction, and Installation**

- a. Review timeline and expectations for the fabrication, construction, and installation.
- b. Section off work area for the installation of the Visitor Services tour desk on the first floor.
- c. Install the Visitor Services tour desk in the Capitol building.
- d. Walk through of progress to identify any issues that have occurred during initial installation.
- e. Remove existing Visitor Services tour desk and repair any damage to walls, columns, marble, and building fixtures.
- f. Final walk through upon completion of project.

## **Other Notes**

Include cost estimates for the purchase and installation of the recommended electronic signage options.

## **Cost for Services**

In your proposal, please include a lump-sum cost to complete the scope of work. The contract will be awarded on a not-to-exceed basis. Include a guarantee to complete the entire scope of work within the stated cost.

## **Tentative Project Schedule**

If you would like to schedule a walk-through of the buildings prior to submitting a proposal, please contact Damion Pechota (see above).

Proposals due via e-mail: **5:00 p.m. on May 18, 2018**  
Interviews (if necessary): **Week of May 21st**  
Consultant selected: **May 30th**  
Fabrication/installation: **Summer/Fall 2018**  
Completion: **Fall 2018**