

PRELIMINARY PROJECT ANALYSIS

FOR THE

**PIKE NATIONAL FOREST  
PIKES PEAK DISTRICT OFFICE  
FACILITY**

AUGUST 2004

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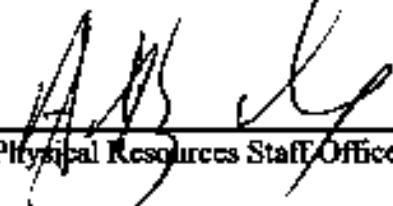
PRELIMINARY PROJECT ANALYSIS  
SIGNATURE PAGE  
FOR THE  
PIKE NATIONAL FOREST  
PIKES PEAK DISTRICT OFFICE  
FACILITY

AUGUST 2004

Recommended By:  8/9/2004  
Project Leader Date

Recommended By:  9/9/04  
District Ranger Date

Reviewed By:  8/17/04  
Forest Engineer Date

Reviewed By:  9/14/04  
Physical Resources Staff Officer Date

Approved By:  9/16/04  
Forest Supervisor Date

Approved By:  10/4/04  
Regional Engineer Date

## **EXECUTIVE SUMMARY**

The Pike and San Isabel National Forests, Cimarron and Comanche National Grasslands (PSICC) owns the Pikes Peak District office building and lot in downtown Colorado Springs. The building was constructed nearly 70 years ago as a garage and was later renovated into the District office. The building and parking are inadequate to meet the current and projected staffing needs of the District. Additionally the building has numerous accessibility problems that cannot be easily corrected. The approved Forest Facilities Master Plan (FMP) requires this Preliminary Project Analysis (PPA) to be conducted to address the deficiencies of the existing office and recommend actions to be taken by the Forest. Additionally the Forest Service Manual requires a PPA before the acquisition of new facilities.

A team of District, Forest, and Regional Office employees participated in the PPA for the Pikes Peak District office. Minimum requirements for a feasible alternative and evaluation criteria were determined based on the needs and objectives of meeting the deficiencies of the existing office, proximity to the Forest and other local agencies, and visitor service impacts.

Several alternatives were identified and evaluated as part of the PPA including do nothing to the existing office, remodel or rebuild a new building at the current office location, and construct or lease a new office near I-25 in Colorado Springs or Highway 24 between Colorado Springs and Woodland Park. Continuation of the Hayman Restoration Team office lease was determined not to meet the needs of the Pikes Peak District office because of the short-term nature of the lease.

The Choosing-By-Advantages decision making process was used to evaluate the alternatives for benefit to the USDA Forest Service relating to the established evaluation criteria. The Net Present Value of each alternative was evaluated for a 20 year life cycle for each alternative and the benefit to cost of each alternative was evaluated and compared to other alternatives. Lease and government owned facilities were evaluated to determine the best value for the government. The approximate cost to construct a new government owned facility is approximately \$1.5 million dollars of which \$400K to \$800K will come from Forest money for land acquisition.

The results of the analysis indicate that development of a new government owned Pikes Peak District office along the Highway 24 corridor between I-25 and the Pikes Peak Highway is the most desirable alternative for the PSICC and is a justifiable expense based on the deficiencies and expenses of the existing office. The Pikes Peak District office is currently scheduled for construction funding in 2008, requiring land acquisition by 2006. Excellent development and partnering opportunities are available with the City of Colorado Springs in the area of the most beneficial alternative and should continue to be developed. The Forest Service will need to develop an acceptable partnership with the City of Colorado Springs for developable land or will need to procure 2 acres of suitable land in the next two years. The Forest will need to appropriate a minimum of \$500,000 in FY06 for the acquisition of land.

## **BACKGROUND**

The Pikes Peak District office is currently located at 601 South Weber Street in downtown Colorado Springs. The Forest Service owns the 7300 square foot building and 0.4 acre lot. The brick building was constructed in 1937, serving as a garage and YACC Crew Center until 1986 when it was remodeled into the present office.

The Pike and San Isabel National Forests and Cimarron and Comanche National Grasslands (PSICC) Facilities Master Plan was approved by the Deputy Regional Forester in June 2003. The Facilities Master Plan notes that a study needs to be conducted to assess the needs and opportunities for the Pikes Peak District Office. A team of District, Forest, and Regional staff worked together from October 2003 to July 2004 to prepare this Preliminary Project Analysis for the Pike National Forest, Pikes Peak District Office Facility.

The Facilities Master Plan identifies several key issues, challenges, and opportunities at the Pikes Peak District office. The office space and parking lot do not meet the current and projected staffing needs. The office is approximately 2600 square feet shy of needs, with undersized conference, VIS, lunchroom, and office support areas. The parking area is approximately 8000 square feet deficient of needs with little opportunity to alleviate the problem. Much of the building is not accessible with barriers, including steps and narrow passageways that would be challenging to bring into compliance with accessibility standards. The location allows for adequate general customer service but is not conducive to intercepting mountain-bound tourists.

The Pikes Peak District Office is currently earmarked on the Regional Capital Investment Program (CIP) list to fund construction of a new District office in 2008 depending on the results of this analysis. Construction of a new Pikes Peak District office is a relatively high priority for regional funding, however CIP funding may be delegated at the national level by 2008 affecting the priority level of the project.

This Preliminary Project Analysis was conducted in accordance with EM-7310-2 “Making Sound Facility Development Decisions” with the exception that the “Choosing By Advantages” analysis process was utilized instead of the Pairwise Comparison Method.

## **ISSUES, NEEDS AND OBJECTIVES**

The key issues, needs and objectives identified by the project team at the onset of this study include the following:

- Issues:
  - Office location as it relates to employee morale.
  - There are few other federal agencies to co-locate with.
  - Land availability may limit development options.

- Needs:
  - Adequate office space.
  - Sufficient parking space for fleet, employees and visitors.
  - Adequate storage space.
  - Fully accessible facilities.
- Objectives:
  - Efficient travel distance to the District.
  - Efficient interaction with local governments and partnerships.
  - Adequately serve the local and traveling public without assuming the burden of a community visitor center.

## **EVALUATION CRITERIA**

The project team developed the following evaluation criteria for choosing an appropriate alternative for the District office facility:

- The Forest Service image should be portrayed in an acceptable manor by adhering to the Built Environment Image Guide.
- Community amenities, security, and providing a comfortable work environment for employees should be considered.
- Office location should be appropriately located to efficiently manage District work and partnerships with local governments and agencies.
- Visitor services should be able to adequately meet the needs of the traveling and local public relating to the Forest Service that are not already in place at existing local organizations or attractions and should be proactive in educating the public on Forest Service issues such as fire, roadless areas, recreation use, etc.

## **MINIMUM REQUIREMENTS**

Minimum office space and parking requirements for a feasible alternative were determined based on the current and projected District staffing ([See Appendix D](#)). A minimum of 8500 square feet of office space and 72 parking spaces were determined to meet the District needs. Additionally a facility meeting all current federal accessibility standards was determined to be a minimum requirement for an acceptable alternative.

The projected District staffing used for calculating minimum requirements includes twenty-four full time employees and seven seasonal employees staffed at the District office. An additional 1100 square feet of storage space and 1900 square feet of special purpose space such as conference rooms, restrooms, and public visitor areas were assumed in the office space totals.

Vehicle parking needs were divided into a maximum of twenty-one secure government fleet parking spaces, thirty-seven employee parking spaces, and fourteen visitor spaces. Allowances for accessible parking spaces were made in each parking area and two pull through RV parking spaces were accounted for in the visitor area. Additional spaces in

the secure fleet parking were assumed for extended employee parking and employee safety.

## **ALTERNATIVES**

Eight preliminary alternatives were determined for further investigation based on proximity to major highways, the Forest, and local agencies and governments:

- Alternative A – The do nothing or no change alternative, utilizing the existing facilities without modification.
- Alternative B – Remodel and expand the existing District office to meet the minimum requirements. This alternative would include the acquisition of neighboring properties for new development.
- Alternative C – Demolish the existing District office and rebuild a new office at the current location to meet the minimum requirements. This alternative would include the acquisition of neighboring properties for new development.
- Alternative D – Acquire new land and build a new government owned District office or lease office space along the U.S. Highway 24 corridor between Interstate 25 and the Pikes Peak Highway meeting the project minimum requirements.
- Alternative E – Acquire new land and build a new government owned District office or lease office space along the U.S. Highway 24 corridor between the Pikes Peak Highway and Colorado State Highway 67 in Woodland Park.
- Alternative F – Acquire new land and build a new government owned District office or lease office space along the Interstate 25 corridor between Woodmen Drive and Circle Drive in Colorado Springs. This alternative could include major business areas adjacent to Interstate 25 such as the Garden of the Gods Road.
- Alternative G – Take over the current Hayman Restoration Team office lease and expand to meet the minimum requirements of the District office.
- Alternative H – Acquire new land and build a new government owned District office or lease office space in the downtown Colorado Springs business area.

Several alternatives were dismissed prior to development including expanding the Woodland Park Work Center to meet the District Office needs and development on the eastern or southern limits of Colorado Springs. The primary reasons for not developing these alternatives included location problems for the Colorado Springs alternatives and conflicting missions with the Woodland Park Work Center.

Alternative G was combined with Alternative F after preliminary research because of the short-term nature of the Hayman Restoration Team office lease. The existing fixed term Hayman office lease will expire on November 30, 2005 with only two optional one year renewals. Therefore because the Hayman office lease can only guarantee office space

until November 30, 2007 this alternative was not considered to be a feasible alternative for the Pikes Peak District Office. Existing lease rates for the Hayman office were assumed to be typical for the surrounding area.

Alternative H was later removed from the list of feasible alternatives because of the proximity to Alternatives A through C and the increased expenses, traffic and logistics associated with locating the District office in the downtown area. Alternative A, the do nothing alternative does not meet the minimum requirements for a feasible alternative but was analyzed to verify the chosen alternative is a justifiable alternative.

## **RESEARCH DATA**

Background information was gathered to help assess the feasibility of each alternative as well as to make informed decisions during the evaluation process.

### Alternatives B and C Feasibility Research

Alternatives B and C, remodel or demolish the existing District office building and construct a new government owned facility in the same location requires the acquisition of additional lands. Currently the District office is located on a 0.4 acre lot bordering a 0.3 acre abandoned railroad right-of-way and five residential lots totaling 0.5 acres. A combination of properties would need to be acquired to provide a minimum of one acre for a new District office at this location.

Burlington Northern and Santa Fe railroad owns the right-of-way to the north of the current District office but will not release the track to be abandoned until the City of Colorado Springs vacates the Moreno Avenue right-of-way at the same location. Acquisition of the railroad right-of-way may still be possible but could be difficult and a very drawn out procedure if this option is developed.

Two of the five residential lots south of the existing District office were up for sale at the time of this study. Contract and listing prices between \$100,000 and \$200,000 suggest that the acquisition of the five residential lots could cost in excess of \$700,000 for half an acre of land, including federal appraisals and demolition of the existing improvements. Additionally if more than \$250,000 is spent on land acquisition Secretary approval is required posing more difficulty to justify why the land was purchased with improvements that must be demolished for development.

In short the development of Alternatives B and C will be difficult to meet the minimum requirements for the District Office but may be possible with unlimited time and money assuming no opposition from the current landowners.

### Employee Morale Research

An employee survey of current District employees was conducted for feedback regarding employee morale for each of the alternatives being evaluated. The most desirable



alternatives being evaluated are the options to remain at the current location with new facilities. The least desirable alternatives being studied are to move the District office to the Interstate 25 corridor or towards Woodland Park on Highway 24. The option to move the District office to the Highway 24 corridor between the Interstate and the Pikes Peak Highway ranked in the middle of preferred alternatives.

### Visitor Services Research

The PSICC has nearly 4 million Forest visits per year according to the USDA Forest Service, National Visitor Use Monitoring Report, dated August 2002. Approximately 25% of all visitor surveys conducted for the report indicated a visitor origin from the greater Colorado Springs area including Monument and Woodland Park and 20% originated from a Colorado Springs zip code.

The population for people living near the Pikes Peak District is rapidly growing and is centered around Colorado Springs. U.S. Census Bureau estimates El Paso county will grow from a community of approximately 500,000 people to over 700,000 people by 2020. Teller county is expected to grow from a community of 20,000 to 30,000 and Park county is expected to grow from 14,000 to 50,000 people by 2020.

The Colorado Springs area is a popular destination for over six million tourists each year with numerous local attractions such as Garden of the Gods and the United States Air Force Academy. Major attractions and the City of Colorado Springs have visitor centers to provide adequate support for their attractions. The two major attractions located on the Forest are the Pikes Peak, Americas Mountain highway and the Pikes Peak Cog Railroad which both have adequate facilities to meet the needs of the traveling tourists. Nearly half a million people travel up Pikes Peak each year on the highway or cog railroad.

### Land/Office Availability Research

Real estate in the Colorado Springs area has fluctuated greatly in the last decade but it appears the availability of quality land and offices is on the rise. Preliminary research of available commercial properties indicates that undeveloped land can be acquired from private owners for all the alternatives away from the current District office. Existing vacant office space is abundant in the Colorado Springs area at this time but very little if any will meet the Forest Service requirements for parking. According to the General Services Administration no excess Government facilities meeting the District office needs are currently available in the immediate area.

Commercial land is widely available in the Garden of the Gods area from private owners. The Woodland Park area appears to have less availability of commercial lands than the Colorado Springs area, but does have some land available through private sources.

The Gold Hill Mesa development area in Colorado Springs off Highway 24 between 8<sup>th</sup> Street and 21<sup>st</sup> Street was researched for availability. The area is currently planned for super high density commercial and residential developments to accommodate the

technology industry. According to the developer land prices will be in excess of \$20 per square foot for land making this area extremely expensive to build on. Additional commercial real estate is available along the Highway 24 corridor near 31<sup>st</sup> Street for approximately \$6 per square foot or less.

The Higginbotham Flats area off highway 24 in Manitou Springs across from the Cave of the Winds attraction was researched for availability. Approximately 1.5 acres of flat undeveloped land are available from private owners and 0.5 acres are available from the City of Manitou Springs for public parking. The City of Manitou Springs has had strong community opposition to developing the flats when first developed.

The City of Colorado Springs is developing a new city park off Highway 24 just west of 31<sup>st</sup> Street called Red Rock Canyon park. The City has purchased frontage property on Highway 24 and is capable of developing or selling this land at the park. The City of Colorado Springs Parks Department has been extremely receptive to discussing partnering opportunities with the USDA Forest Service for development of this property. The District is currently working with the City and the Colorado Department of Transportation to determine the feasibility of this partnership.

The Colorado Department of Transportation plans to begin studying the U.S. Highway 24 corridor in Colorado Springs in the fall of 2004. Results of the CDOT study may not be available until late 2005 or later. Potential sites along the U.S. 24 corridor could become less desirable if access to U.S. 24 are not guaranteed during future highway renovations.

## **EVALUATION ANALYSIS**

The Choosing-By-Advantages analysis process was used to determine the benefit to the Forest Service for each alternative ([See Appendix B](#)). Twelve factors were analyzed for each alternative based on the evaluation criteria. Points were assigned for each alternative's twelve factors based on the advantages one alternative had over the other alternatives for the same factor. Factor 6, "Protect Employee Health, Safety and Welfare" was chosen as the paramount factor for the analysis. Each alternative was then assigned importance points for each factor based on its apparent advantage relative to the paramount factor. The summation of factor points for each alternative represents the benefit of that alternative relative to the chosen criteria and can be compared to the other alternatives.

The net present value of each alternative was determined over a 20 year lifecycle following guidelines of Office of Management and Budget and Legislation Circular A-94 and the Forest Service Handbook ([See Appendix B](#)). Net present value was calculated for both construction of a new government owned facilities and lease alternatives.

The benefit versus cost of each alternative was then compared to help determine the best alternative. Building a new government owned facility is a better alternative than leasing office space for the District office because the benefit to the Forest Service is greater and the cost is less for a government owned facility. Alternative E, building a new office

along Highway 24 between the Pikes Peak Highway and Woodland Park is not a justifiable investment because the benefit to the Forest Service is much lower than the comparable alternatives for nearly the same cost. The benefit to cost analysis suggests that building a government owned facility in the Colorado Springs area would be the most justifiable alternative. The alternative to construct a new government owned District office along the Highway 24 corridor between the Pikes Peak Highway and Interstate 25 is the most advantageous and cost effective alternative for the Forest Service.

## **RECOMMENDATIONS**

The recommended alternative for development of the Pikes Peak District Office is to build a new government owned facility along the U.S. Highway 24 corridor between Interstate 25 and the Pikes Peak Highway. This alternative provides the best benefit to the USDA Forest Service for the cost of the development and has the best availability for developing land. Limited commercial real estate is available in this area however a possible partnering opportunity exists with the City of Colorado Springs at the Red Rocks Canyon Park. The existing District office facilities are inadequate to meet the current and future District needs and the cost of continuing to operate this facility would not be cost effective for the government.

Currently the Pikes Peak District Office is scheduled to receive construction funding in 2008 for the development of a new District office based on the outcomes of this report. The next step in the development of a new Pikes Peak District office is to prepare a site evaluation report to select a feasible location for the office and determine the suitability of the site to meet Forest Service needs. Prior to submitting this project to the President's list for design and construction funding, land acquisition must be completed. Additionally this Preliminary Project Analysis must be completed and approved at least two years prior to design and construction funding to ensure that adequate time is available for planning, design, and compliance.

Land acquisition is a key step in the development of a new Pikes Peak District office. Land should be acquired by 2006 at the latest to stay on schedule for construction of a new office in 2008. Partnership opportunities with the City of Colorado Springs should continue to be developed at this time. The Forest Service should be an active participant in the CDOT planning for the U.S. Highway 24 corridor to establish the needs of the Forest Service. If the U.S. Highway 24 access is determined to be acceptable at the Red Rock Canyon Park then the logistics of a potential partnership will need to be agreed upon and ultimately accepted by the Colorado Springs City Council and the Forest Service. Should development of the Red Rock Canyon area fail to meet the Forest Service's requirements acquisition and development of the Higginbotham Flats should be pursued concurrently with the alternative to renovate the existing District office site. Funding for acquisition of private land will need to be secured with Forest funding because of the design and construction timing. Acquisition of private land for a new District office could cost in excess of \$500,000 for a two-acre site near Highway 24 in

Colorado Springs. Once the Pikes Peak District occupies a new office the existing office will most likely become excess to the Forest needs and can be sold.

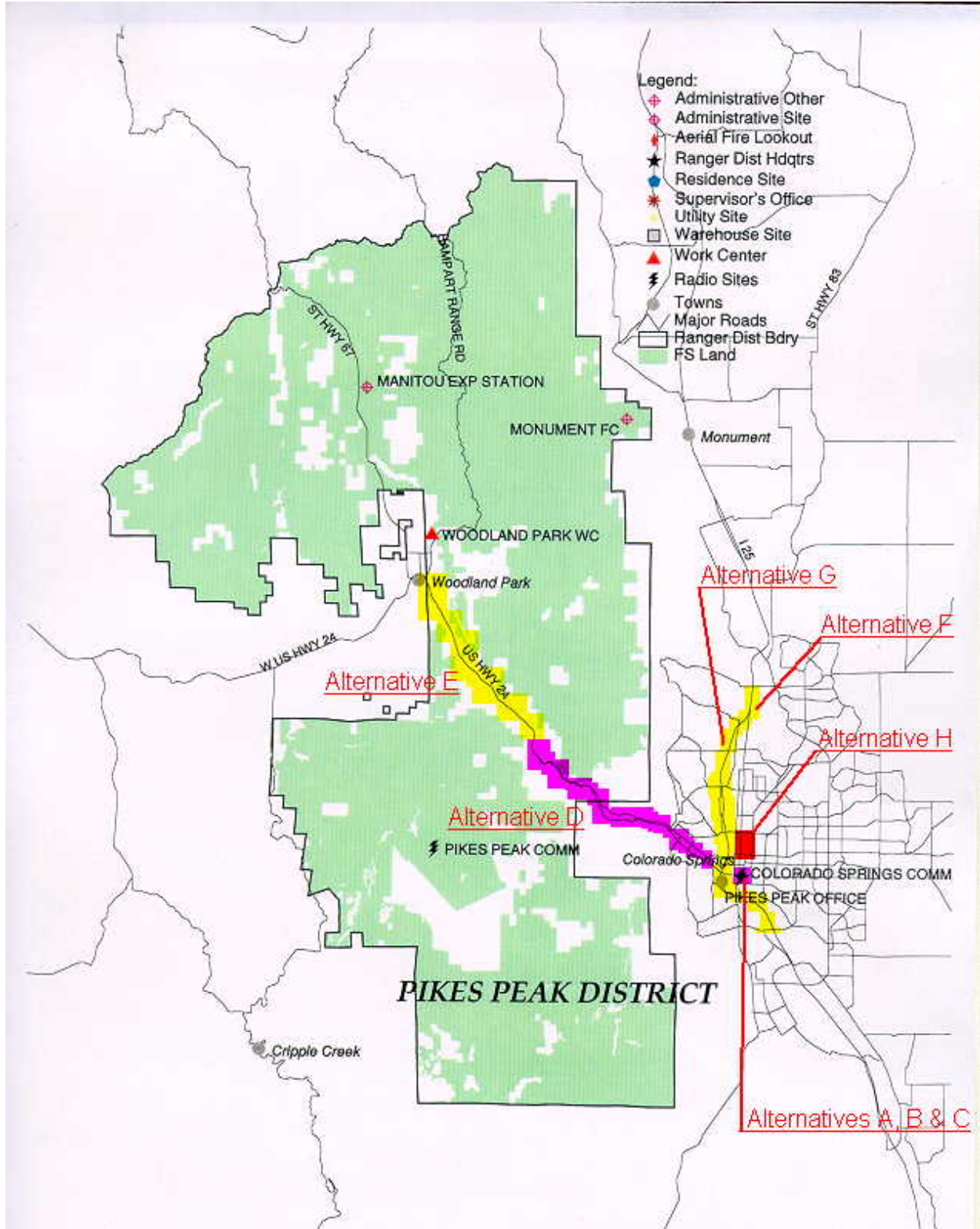
Development of a new Pikes Peak District office in Colorado Springs along Highway 24 is beneficial, justifiable, and cost effective for the Pike and San Isabel National Forests, Cimarron and Comanche National Grasslands. Continued cooperation between District, Forest, and Regional employees will be necessary to insure a smooth transition from preliminary design to land acquisition, design, and construction phases of this project.

## **APPENDICES**

## **APPENDIX A - List of Study Participants**

<b>NAME</b>	<b>TITLE</b>	<b>PARTICIPATION</b>
Bill Nelson	Pikes Peak District Ranger	Meetings 1 – 6, 8-10
Dave Faulk, P.E.	Region 2, Facilities Engineer	Meetings 1 & 2
Terry Wong, P.E.	Region 2, Facilities Engineer	Meetings 4, 6, 9,10
Jerry Stevenson, P.E.	PSICC, Forest Engineer	Meetings 4, 5, 7, 9
Frank Landis	Pikes Peak District Recreation Staff	Meetings 1 – 6,10
Mike Kerrigan	Pikes Peak District FMO	Meetings1 – 2, 4 – 8,10
Sue Miller	Pikes Peak District Special Uses/Guides	Meeting 4
Jeff Hovermale	Pikes Peak District Special Uses	Meeting 10
Michael Burchard	PSICC, Forest Lands Staff	Meetings 7 & 8
Marc Staley, P.E.	PSICC, Civil Engineer	Meetings 1 – 10

## APPENDIX B – Alternative Analysis



**Alternative Location Map**

## APPENDIX B – Alternative Analysis (Continued)

CHOOSING BY ADVANTAGES ANALYSIS OF ALTERNATIVES										
	Alternative – A (Existing)	Pts	Alternative – B&C (Remodel/Demo)	Pts	Alternative – D (Hwy 24 in CS)	Pts	Alternative – E (Hwy 24 in WP)	Pts	Alternative – F (I-25/Hayman)	Pts
PROTECT NATURAL AND CULTURAL RESOURCES										
FACTOR 1 - Prevent Loss, Maintain, and/or Improve Natural Resources										
Attributes/ Characteristics	* No change to natural resources		* Removal of existing neighborhood landscaping				* Most probable site for development of native lands			
Advantages	Best protects natural resources	2		1		1		0		1
FACTOR 2 – Prevent Loss, Maintain, and/or Improve Cultural (Buildings/Site) Resources										
Attributes/ Characteristics	* No change to cultural resources		* Demolish up to four existing residential houses. * Further alter WPA building				* Most probable site for development of native lands			
Advantages	Best protects cultural resources	2		1		1		0		1
PROVIDE FOR VISITOR USE AND EXPERIENCE										
FACTOR 3 – Accommodate local partnerships and other agencies (Military, permittee, etc.)										
Attributes/ Characteristics	* Inadequate parking * No conference rooms * Accessibility Issues  * Established location * Close proximity to El Paso county agencies * Far from Teller county agencies		* Adequate parking * Required amenities * No accessibility issues  * Established location * Close proximity to El Paso county agencies * Far from Teller county agencies		* Adequate parking * Required amenities * No accessibility issues  * New location * Fair proximity to El Paso county agencies * Fair proximity to Teller county		* Adequate parking * Required amenities * No accessibility issues  * New location * Far from El Paso county agencies * Close to Teller county		* Adequate parking * Required amenities * No accessibility issues  * New location * Fair proximity to El Paso county agencies * Far from Teller county	
Advantages		0	Good location with improved amenities	8		9		4		5



# **APPENDIX B– Alternative Analysis (Continued)**

<b>CHOOSING BY ADVANTAGES ANALYSIS OF ALTERNATIVES</b>										
	Alternative – A (Existing)	Pts	Alternative – B&C (Remodel/Demo)	Pts	Alternative – D (Hwy 24 in CS)	Pts	Alternative – E (Hwy 24 in WP)	Pts	Alternative – F (I-25/Hayman)	Pts
<b>FACTOR 4 – Accommodate local citizens (recreation users)</b>										
Attributes/ Characteristics	<ul style="list-style-type: none"> <li>* Close to Colorado Springs residents</li> <li>* Established location</li> <li>* Inadequate parking and amenities</li> <li>* Low visibility</li> <li>* Few traffic problems</li> <li>* Not in route to Forest</li> </ul>		<ul style="list-style-type: none"> <li>* Close to Colorado Springs residents</li> <li>* Established location</li> <li>* Adequate parking and amenities</li> <li>* Low visibility</li> <li>* Few traffic problems</li> <li>* Not in route to Forest</li> </ul>		<ul style="list-style-type: none"> <li>* Close to Colorado Springs residents</li> <li>* New location</li> <li>* Adequate parking and amenities</li> <li>* High visibility</li> <li>* High traffic zone</li> <li>* In route for many Forest access points</li> </ul>		<ul style="list-style-type: none"> <li>* Far from Colorado Springs residents</li> <li>* New location</li> <li>* Adequate parking and amenities</li> <li>* Moderate visibility</li> <li>* Moderate traffic</li> <li>* In route for few Forest access points</li> </ul>		<ul style="list-style-type: none"> <li>* Close to Colorado Springs residents</li> <li>* New location</li> <li>* Adequate parking and amenities</li> <li>* Fair visibility</li> <li>* High traffic zone</li> <li>* Out of the way for many Forest access routes</li> </ul>	
Advantages		<b>0</b>		<b>8</b>	Easy to find, near main users, and Forest access	<b>9</b>		<b>4</b>		<b>5</b>
<b>FACTOR 5 – Accommodate tourists</b>										
Attributes/ Characteristics	<ul style="list-style-type: none"> <li>* Hard to find location</li> <li>* Little increase in tourist stops</li> <li>* Poor public amenities</li> <li>* No RV amenities, streets poor for RV</li> </ul>		<ul style="list-style-type: none"> <li>* Hard to find location</li> <li>* Little increase in tourist stops</li> <li>* Improved amenities</li> <li>* Moderately difficult streets for RV</li> </ul>		<ul style="list-style-type: none"> <li>* Near many CS attractions</li> <li>* Significant increase in tourist stops</li> <li>* New amenities</li> <li>* Difficult RV access with high traffic</li> </ul>		<ul style="list-style-type: none"> <li>* Past majority of CS attractions</li> <li>* Moderate increase in tourist stops</li> <li>* New amenities</li> <li>* Fair RV access</li> </ul>		<ul style="list-style-type: none"> <li>* Easy access from CS attractions</li> <li>* Large increase in tourist stops</li> <li>* New amenities</li> <li>* Fair to moderate RV access</li> </ul>	
Advantages		<b>0</b>		<b>3</b>	High tourist visibility	<b>7</b>		<b>2</b>		<b>5</b>

## APPENDIX B – Alternative Analysis (Continued)

CHOOSING BY ADVANTAGES ANALYSIS OF ALTERNATIVES										
	Alternative – A (Existing)	Pts	Alternative – B&C (Remodel/Demo)	Pts	Alternative – D (Hwy 24 in CS)	Pts	Alternative – E (Hwy 24 in WP)	Pts	Alternative – F (I-25/Hayman)	Pts
PROTECT EMPLOYEE AND PUBLIC HEALTH SAFETY AND WELFARE										
FACTOR 6- Protect Employee Health, Safety and Welfare										
Attributes/ Characteristics	* Accessibility issues  * Inadequate parking * Poor building security  * Moderately safe neighborhood * Must travel busy section of HWY 24 for Forest access  * Fair weather and driving conditions  * Large market for employee housing and amenities		* Adequate accessibility  * Adequate parking * Adequate building security * Moderately safe neighborhood * Must travel busy section of HWY 24 for Forest access  * Fair weather and driving conditions  * Large market for employee housing and amenities		* Adequate accessibility  * Adequate parking * Adequate building security * Moderately safe neighborhood * Located past busiest section of HWY 24  * Mod. weather and driving conditions  * Large market for employee housing and amenities		* Adequate accessibility  * Adequate parking * Adequate building security * Safe neighborhood * Located past busy section of HWY 24 but must come down canyon to access much of the Forest. * Potential bad weather and driving conditions  * Moderate market for employee housing and amenities		* Adequate accessibility  * Adequate parking * Adequate building security * Fairly safe neighborhood * Must travel busy section of HWY 24 and I-25 for Forest access  * Fair weather and driving conditions  * Large market for employee housing and amenities	
Advantages		0		9	Best combination of needs and safety	10		3		7
FACTOR 7– Protect Public Health, Safety and Welfare										
Attributes/ Characteristics	* Accessibility problems  * Inadequate parking * Moderately safe neighborhood * Low traffic volume roads		* Adequate accessibility  * Adequate parking * Moderately safe neighborhood * Low traffic volume roads		* Adequate accessibility  * Adequate parking * Moderately safe neighborhood * High traffic volume, dangerous road		* Adequate accessibility  * Adequate parking * Safe neighborhood * Moderate traffic, fair ingress and egress		* Adequate accessibility  * Adequate parking * Fairly safe neighborhood * Mod. to high traffic, close Interstate access	
Advantages		0		4		3		1	Best protects public H, S & W	5

# **APPENDIX B – Alternative Analysis (Continued)**

CHOOSING BY ADVANTAGES ANALYSIS OF ALTERNATIVES											
	Alternative – A (Existing)	Pts	Alternative – B&C (Remodel/Demo)	Pts	Alternative – D (Hwy 24 in CS)	Pts	Alternative – E (Hwy 24 in WP)	Pts	Alternative – F (I-25/Hayman)	Pts	
PROVIDE EFFICIENCY OF MANAGEMENT OPERATIONS											
FACTOR 8 – Proximity to center of work											
Attributes/ Characteristics	* Close to Gold Camp, Lower Rampart, PP, and Monument  * Far from Woodland Park access		* Close to Gold Camp, Lower Rampart, PP, and Monument  * Far from Woodland Park access		* Close to Lower Rampart, PP and Woodland Park  * Moderately far from Woodland Park		* Close to Hwy 67, Rampart, and PP  * Far from Monument and Gold Camp		* Close to Monument access  * Far from majority of District		
Advantages		4		4		6	Best proximity to majority of District	7			0
FACTOR 9 – Minimize Cost Pool or Direct Maintenance Burden											
Attributes/ Characteristics	* Low maintenance burden		Remodel  * Mod. maint. burden	Demo  * Low maint. burden		Lease  * High cost pool burden	Own  * Low maint. burden		Lease  * High cost pool burden	Own  * Low maint. burden	
Advantages		4	4	8		0	8		0	8	
FACTOR 10 – Maintain office operations during construction											
Attributes/ Characteristics	* No impact		* Possible double move		* Fairly short move		* Relatively far move		* Fairly short move		
Advantages	No disruption to current operations	3		0		2		1			2

# APPENDIX B – Alternative Analysis (Continued)

CHOOSING BY ADVANTAGES ANALYSIS OF ALTERNATIVES											
	Alternative – A (Existing)	Pts	Alternative – B&C (Remodel/Demo)	Pts	Alternative – D (Hwy 24 in CS)	Pts	Alternative – E (Hwy 24 in WP)	Pts	Alternative – F (I-25/Hayman)	Pts	
OTHER											
FACTOR 11 - Provide a Positive Forest Service Image											
Attributes/ Characteristics	* Inadequate parking * Modified WPA building * Older urban setting  * Low visibility		* Adequate parking * Remodeled WPA building * Older urban setting  * Low visibility		* Adequate parking * New construction  * Urban / industrial setting * High visibility		* Adequate parking * New construction  * Rural/urban setting * Moderate visibility		* Adequate parking * New construction  * Urban setting * Moderate visibility		
Advantages		0		2	Could help "anchor" urban renewal	4	Most rural setting with good visibility	5			3
FACTOR 12 – Provide for and promote sustainable developments											
Attributes/ Characteristics	* Poor energy efficiency		Remodel	Demo		* New construction, best opportunity for energy efficiency		* New construction, best opportunity for energy efficiency		* New construction, best opportunity for energy efficiency	
			Improve energy efficiency								
Advantages		0	4	6	Allows full use of new technology	6	Allows full use of new technology	6	Allows full use of new technology	6	6
TOTAL IMPORTANCE OF ADVANTAGES		15	B-Remodel	48	Lease	58	Lease	33	Lease		40
			C-Demo	54	Own	66	Own	41	Own		48
LIFE CYCLE COST (Net Present Value)	\$863,873	1.7	B-Remodel	\$1,406,012	3.4	Lease	\$1,685,611	3.4	Lease	\$1,685,611	2.4
			C-Demo	\$1,470,338	3.7	Own	\$1,352,554	4.9	Own	\$1,344,764	3.0

## APPENDIX B – Alternative Analysis (Continued)

**TABLE 1 -- BASIC DATA**

	Alt. A	Alt. B	Alt. C	Alt. D	Alt. E	Alt. F
Lease Period: <b>15</b>						
Gross Sq. ft.	<b>7,307</b>	<b>8,499</b>	<b>8,499</b>	<b>8,499</b>	<b>8,499</b>	<b>8,499</b>
Net Usable sq. ft.		<b>7,203</b>	<b>7,203</b>	<b>7,203</b>	<b>7,203</b>	<b>7,203</b>
Lease Rate sq. ft.	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$15.50</b>	<b>\$15.50</b>	<b>\$15.50</b>
Lease Rate Renewal Period <b>5</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$17.00</b>	<b>\$17.00</b>	<b>\$17.00</b>
Ancillary Costs for lease	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Notes:

Alternative A gross square feet per Forest Facilities Master Plan.

Alternatives B through F gross square feet equals calculated gross square feet from PPA Office Space Requirements Worksheet dated 11/25/2003

Fixed term lease rates and renewal period lease rates are per actual Hayman 3 year fixed + (2) one year renewal period lease in Colorado Springs.

Ancillary costs for leases are assumed.

Per Elsa Lee, RO-Leasing, 3/29/04 current 15 year lease rates are \$9.50-\$11.00/sf with no services. An additional \$5-\$7/sf can be expected for services including utilities, janitorial, etc. Renewal periods can expect to be higher than initial term.

<b>Interest Rates:</b>		
Nom U.S. Treasury Rate	<b>20 Yr</b>	<b>5.05%</b>
(See OMB A-94, App C)	<b>3 Yr</b>	<b>3.00%</b>
Analysis Period (in Years)		<b>20</b>
Design & Construction period (years)		<b>3</b>
Economic Life (Construction)		<b>50</b>

(Used to determine the 20 year net present value of each alternative)

(Used to determine the federal interest accrued during construction)

Notes:

Twenty year nominal interest rate determined from average of 30 year and 10 year nominal interest rates in Appendix C, February 2004 revision of OMB, A-94.

## APPENDIX B – Alternative Analysis (Continued)

**TABLE 2 -- CONSTRUCTION AND INTEREST DURING CONSTRUCTION (ESTIMATED)**

	Alt. A	Alt. B	Alt. C	Alt. D	Alt. E	Alt. F
Construction	\$0	\$1,019,880	\$1,214,475	\$1,104,870	\$1,104,870	\$1,104,870
Design Costs	\$0	\$122,386	\$145,737	\$132,584	\$132,584	\$132,584
Contract Supervision	\$0	\$61,193	\$72,869	\$66,292	\$66,292	\$66,292
Land Value or actual cost	\$100,000	\$760,000	\$760,000	\$325,000	\$270,000	\$390,370
Total Construction	\$100,000	\$1,963,458	\$2,193,081	\$1,628,747	\$1,573,747	\$1,694,117

**Notes:**

Alternative A - Construction, Design, and Contract Supervision costs equal \$0 because this is the no action option.

Alternative B - Construction costs equals \$120/sf of gross building area, extensive remodeling and construction logistics.

Alternative C - Construction costs equals \$130/sf of gross building area+ \$15/sf demo of existing building

Alternative D - Construction costs equals \$130/sf of gross building area.

Alternative E - Construction costs equals \$130/sf of gross building area.

Alternative F - Construction costs equals \$130/sf of gross building area.

Building construction costs of \$130/sf determined from Forest Service WCF Alternatives Evaluation, May 2001 in which Average Office Space Construction Costs were determined to be \$161.57/sf for building and site work including 5% design costs, 8% inspection costs and an extra 10% remote location costs based on Means. The calculated cost is \$129.53/sf if the design, inspection, and remote location costs are removed. Also the S.O. located in Pueblo, Colorado was constructed for \$1,500,000 for 24,100sf of office space or \$62.24/sf in 2002.

Assumed design costs equal 12% of the assumed construction costs.

Assumed contract supervision costs equal 6% of the assumed construction costs.

Alternative A- Imputed land value of existing office assumed based on market value of neighboring residential property.

Alternative B & C- Land value assumed \$760,000 based on current market value of residential lots. Includes \$125,000 for 3 small houses, \$200,000 for one larger house, no railroad property, \$50,000 to process the purchases, \$35,000 for federal appraisals.

Alternative D- Land value based on 2 acres of comparable lands for sale near 8th St, listed at \$366,000 for 2.4 acres, plus \$20,000 appraisal and processing fees.

Alternative E- Land value assumed at \$250,000 for 2 acres, plus \$20,000 appraisal and processing fees

Alternative F- Land value based on 2 acres of comparable land for sale near Garden of the Gods, listed at \$500,000 for 2.7 acres + \$20,000 federal appraisal and processing fees.

**APPENDIX B – Alternative Analysis (Continued)**

<b>Alt. B</b>							
		Year	Federal Appropriation	One-Half Annual Funding	Prior Years Funding	Prior Years Interest	Federal Interest During Construction
All design + land purchased in Yr 1		1	\$882,386	\$441,000	\$0	\$0	\$13,230
% Constr & Supv in Yr 2:	60.00%	2	\$648,644	\$324,000	\$882,386	\$13,230	\$36,590
% Constr & Supv in Yr 3:	40.00%	3	\$432,429	\$216,000	\$1,531,029	\$49,820	\$53,910
		Total:	\$1,963,458				Total: \$103,730

<b>Alt. C</b>							
		Year	Federal Appropriation	One-Half Annual Funding	Prior Years Funding	Prior Years Interest	Federal Interest During Construction
All design + land purchased in Yr 1		1	\$905,737	\$453,000	\$0	\$0	\$13,590
% Constr & Supv in Yr 2:	60.00%	2	\$772,406	\$386,000	\$905,737	\$13,590	\$39,160
% Constr & Supv in Yr 3:	40.00%	3	\$514,937	\$257,000	\$1,678,143	\$52,750	\$59,640
		Total:	\$2,193,081				Total: \$112,390

<b>Alt. D</b>							
		Year	Federal Appropriation	One-Half Annual Funding	Prior Years Funding	Prior Years Interest	Federal Interest During Construction
All design + land purchased in Yr 1		1	\$457,584	\$229,000	\$0	\$0	\$6,870
% Constr & Supv in Yr 2:	60.00%	2	\$702,697	\$351,000	\$457,584	\$6,870	\$24,460
% Constr & Supv in Yr 3:	40.00%	3	\$468,465	\$234,000	\$1,160,282	\$31,330	\$42,770
		Total:	\$1,628,747				Total: \$74,100

**APPENDIX B – Alternative Analysis (Continued)**

<b>Alt. E</b>								
		Year	Federal Appropriation	One-Half Annual Funding	Prior Years Funding	Prior Years Interest	Amount for Computing Interest	Federal Interest During Construction
All design + land purchased in Yr 1		1	\$402,584	\$201,000	\$0	\$0	\$201,000	\$6,030
% Constr & Supv in Yr 2:	60.00%	2	\$702,697	\$351,000	\$402,584	\$6,030	\$759,614	\$22,790
% Constr & Supv in Yr 3:	40.00%	3	\$468,465	\$234,000	\$1,105,282	\$28,820	\$1,368,102	\$41,040
		Total:	\$1,573,747				Total:	\$69,860

<b>Alt. F</b>								
		Year	Federal Appropriation	One-Half Annual Funding	Prior Years Funding	Prior Years Interest	Amount for Computing Interest	Federal Interest During Construction
All design + land purchased in Yr 1		1	\$522,955	\$261,000	\$0	\$0	\$261,000	\$7,830
% Constr & Supv in Yr 2:	60.00%	2	\$702,697	\$351,000	\$522,955	\$7,830	\$881,785	\$26,450
% Constr & Supv in Yr 3:	40.00%	3	\$468,465	\$234,000	\$1,225,652	\$34,280	\$1,493,932	\$44,820
		Total:	\$1,694,117				Total:	\$79,100



## APPENDIX B – Alternative Analysis (Continued)

**Table 3 -- ANNUAL EXPENDITURES AND REVENUES**

	Alt. A	Alt. B	Alt. C	Alt. D		Alt. E		Alt. F	
	Do Nothing	Construction	Construction	Lease	Construction	Lease	Construction	Lease	Construction
Lease payment	N/A	N/A	N/A	\$131,735	N/A	\$131,735	N/A	\$131,735	N/A
Renewal Period	N/A	N/A	N/A	\$144,483	N/A	\$144,483	N/A	\$144,483	N/A
Real Estate Taxes	\$2,775	\$4,660	\$4,660	*	\$6,738	*	\$6,479	*	\$7,046
Insurance	\$4,909	\$9,817	\$10,965	*	\$8,144	*	\$7,869	*	\$8,471
Building Maintenance	\$81,590	\$40,795	\$36,434	*	\$33,146	*	\$33,146	*	\$33,146
Utilities	\$7,307	\$8,499	\$8,499	*	\$8,499	*	\$8,499	*	\$8,499
Operations Costs	\$3,654	\$4,250	\$4,250	*	\$4,250	*	\$4,250	*	\$4,250
Lease Administration	N/A	N/A	N/A	\$1,976	N/A	\$1,976	N/A	\$1,976	N/A
Total Annual Costs	\$100,234	\$68,021	\$64,808	\$133,711	\$60,777	\$133,711	\$60,242	\$133,711	\$61,412
Residual Value	\$750,000	\$1,529,820	\$1,821,713		\$1,657,305		\$1,657,305		\$1,657,305

\* =Included in Lease Contract

### Notes:

Real Estate Taxes for alternatives A are assumed to be equal to C.S. average of 65 mills times 29% assessed market times of the existing structure and land plus five residential property market values plus \$14,000 for the railroad R.O.W.

Real Estate Taxes for alternatives B & C are assumed to be equal to C.S. average of 65 mills times 29% assessed market value of the existing structure and land plus five residential property market values plus \$14,000 for the railroad R.O.W. plus additional \$100,000 structural market value.

Real Estate Taxes for alternatives D through F are assumed to be equal to C.S. average of 65 mills times 29% assumed market value which is assumed equal to 25% of construction and land values from Table 2).

Insurance costs for all alternative A are assumed to be equal to 0.50% of alternative B insurance costs.

Insurance costs for alternatives B through F are assumed to be equal to 0.50% of the associated construction costs.

Building Maintenance costs for alternative A are assumed to be equal to 200% of the alternative B building maintenance costs.

Building Maintenance costs for alternative B is assumed to be equal to 4% of the associated construction costs.

Building Maintenance costs for alternatives C through F are assumed to be equal to 3% of the associated construction costs.

Utility costs for alternative A are assumed to be equal to \$1.00/sf of the associated gross building area. (District Office in 2003 = \$0.87/sf)

Utility costs for alternative B are assumed to be equal to \$1.00/sf of the associated gross building area.

Utility costs for alternatives C through F are assumed to be equal to \$1.00/sf of the associated gross building area. (SO in 2003 = \$1.00/sf)

Operational costs for alternatives A through F are assumed to be equal to \$0.50/sf of the associated gross building area.

Lease Administration costs are assumed to be equal to 1.5% of the fixed term annual lease rate.

Residual Building Value for alternative A is assumed equal to \$750,000 based on a current marketable value of approximately \$500,000.

Residual Building Value for alternatives B through F is assumed equal to 150% of the building construction costs.

**APPENDIX B – Alternative Analysis (Continued)**

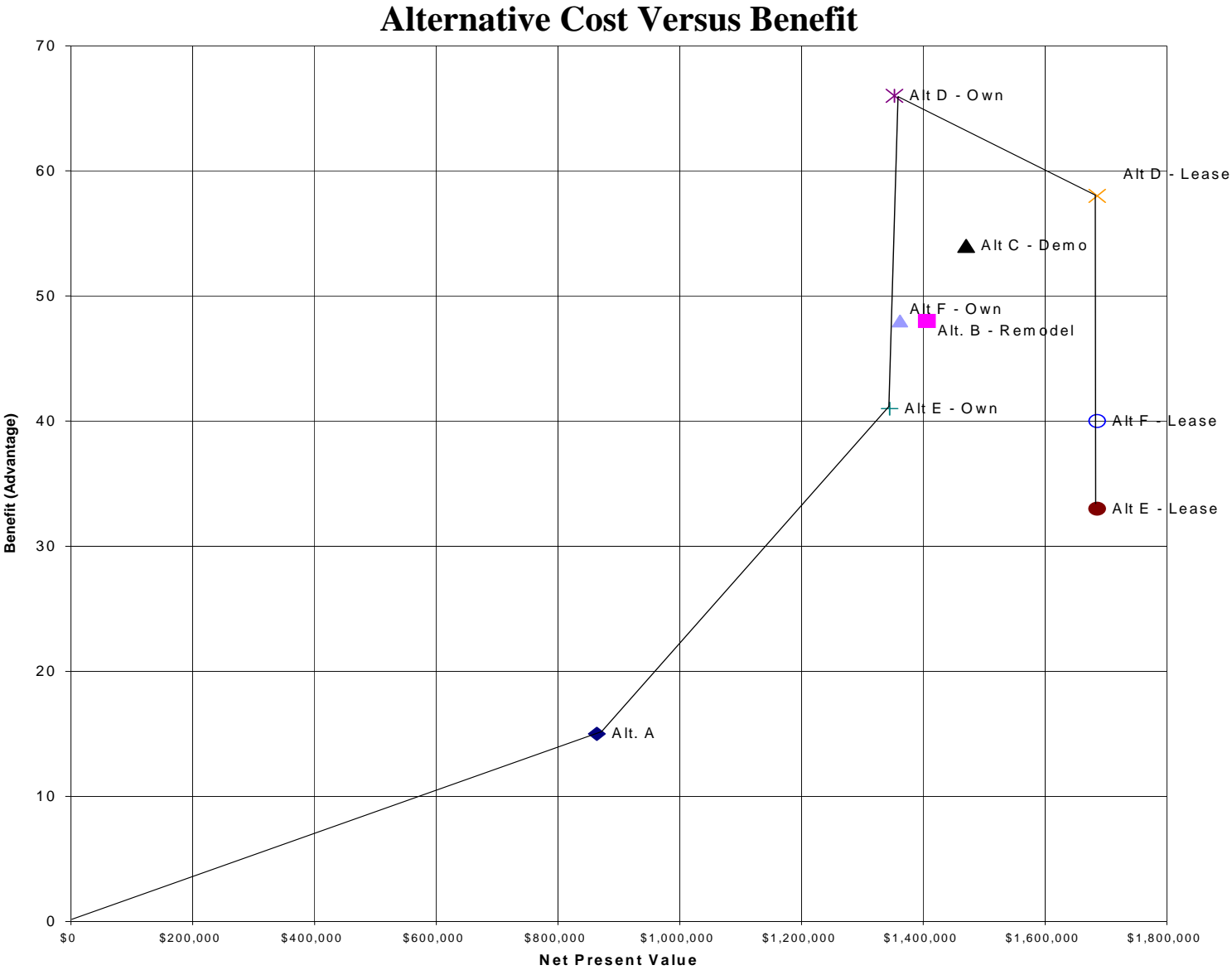
**TABLE 4 -- ANNUAL CASH FLOW**

ANNUAL PAYMENTS									
Year	Alt. A	Alt. B	Alt. C	Alt. D		Alt. E		Alt. F	
	Do Nothing	Construction	Construction	Lease	Construction	Lease	Construction	Lease	Construction
1	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
2	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
3	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
4	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
5	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
6	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
7	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
8	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
9	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
10	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
11	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
12	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
13	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
14	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
15	(\$100,234)	(\$68,021)	(\$64,808)	(\$133,711)	(\$60,777)	(\$133,711)	(\$60,242)	(\$133,711)	(\$61,412)
16	(\$100,234)	(\$68,021)	(\$64,808)	(\$146,459)	(\$60,777)	(\$146,459)	(\$60,242)	(\$146,459)	(\$61,412)
17	(\$100,234)	(\$68,021)	(\$64,808)	(\$146,459)	(\$60,777)	(\$146,459)	(\$60,242)	(\$146,459)	(\$61,412)
18	(\$100,234)	(\$68,021)	(\$64,808)	(\$146,459)	(\$60,777)	(\$146,459)	(\$60,242)	(\$146,459)	(\$61,412)
19	(\$100,234)	(\$68,021)	(\$64,808)	(\$146,459)	(\$60,777)	(\$146,459)	(\$60,242)	(\$146,459)	(\$61,412)
20	(\$100,234)	(\$68,021)	(\$64,808)	(\$146,459)	(\$60,777)	(\$146,459)	(\$60,242)	(\$146,459)	(\$61,412)

**Table 5 - SUMMARY**

	Alt. A	Alt. B	Alt. C	Alt. D.		Alt. E		Alt. F	
	Do Nothing	Construction	Construction	Lease	Construction	Lease	Construction	Lease	Construction
Net Present Value	(\$863,873)	(\$1,406,012)	(\$1,470,338)	(\$1,685,611)	(\$1,352,554)	(\$1,685,611)	(\$1,344,764)	(\$1,685,611)	(\$1,361,776)

APPENDIX B – Alternative Analysis (Continued)



## **APPENDIX C – Draft Prospectus**

### **Project Proposal**

The proposed work consists of providing an accessible 8500 square foot government owned office facility for the Pikes Peak Ranger District on or near the U.S. Highway 24 corridor between Interstate 25 and the Pikes Peak Highway on government owned land. The facility shall consist of reception, conference, visitor information, restrooms, office, and storage areas.

### **Existing Situation**

The Pikes Peak District office is currently located at 601 South Weber Street in downtown Colorado Springs. The Forest Service owns the 7300 square foot building and 0.4 acre lot. The brick building was constructed in 1937, serving as a garage and YACC Crew Center until 1986 when it was remodeled into the present office.

Several key issues, challenges, and opportunities exist at the current Pikes Peak District office. The office space and parking lot do not meet the current and projected staffing needs. The office is approximately 2600 square feet shy of needs, with undersized conference, VIS, lunchroom, and office support areas. The parking area is approximately 8000 square feet deficient of needs with little opportunity to alleviate the problem. Much of the building is not accessible with barriers, including steps and narrow passageways that would be challenging to bring into compliance with ADA. The location allows for adequate general customer service but is not conducive to intercepting mountain-bound tourists.

### **Alternatives Considered During Preliminary Project Analysis**

#### **Renovate Existing Office**

This option was discarded because it was not cost effective to acquire the necessary adjoining lands.

#### **Lease or Construct a New Building Along the Interstate 25 Corridor**

This option is not desirable because the benefit to cost ratio of the alternative was less than the chosen alternative.

#### **Lease or Construct a New Building Along U.S. Highway 24 Near Woodland Park**

This option is not desirable because the benefit to cost ratio of the alternative was less than the chosen alternative.

#### **Lease a Building Along U.S. Highway 24 Near Colorado Springs**

This option was discarded because of the increase in cost and lower benefit to the government than the chosen alternative.

### Construct New Building Along U.S. Highway 24 Near Colorado Springs

This option is the most advantageous. A specific site must be chosen and acquired before final design considerations are made.

### **Site Conditions**

Colorado Springs is approximately 6000 feet above sea level. The climate is moderate. The average yearly humidity is 50%. Colorado Springs has about 250 days of sunshine a year. Average annual snowfall is 37 inches per year and rainfall is 15.4 inches per year. Summer high temperatures are in the 80s and 90s, with nighttime temperatures 30 to 40 degrees cooler. Winter lows average 15 to 20 degrees, with highs in the 40s.

The U.S. Highway 24 corridor has a wide range of topography and land availability. The ideal site for this project is at the Red Rock Canyon Park. The park will be developed by the City of Colorado Springs over the next several years. The site the Forest Service would occupy is a good level undisturbed site with all major utilities, including telephone, electric, natural gas, water, and wastewater. The site has excellent views of Pikes Peak and currently has access to U.S. 24 at Ridge Road. Future studies by the Colorado Department of Transportation could eliminate access to this site during future highway modifications. The Red Rock Canyon Park will not be a viable alternative if access to U.S. 24 is not maintained by CDOT.

### **Preconstruction Engineering**

The Rocky Mountain Region Engineering will be responsible for design of all phases of this project. The Regional Office or a qualified Architectural and Engineering consultant will design the building and site layouts. Planning and design for this project will involve extensive coordination with the Pikes Peak Ranger District staff. Engineering staff on the Pike and San Isabel National Forest and Cimarron and Comanche National Grasslands may also be available for design aspects of this project.

### **Construction**

Construction engineering and contract administration will be handled by the Pike and San Isabel National Forests, Cimarron and Comanche National Grasslands Engineering and Contracting personnel.

### **Design Requirements**

#### General Requirements

It is the desire of the District to obtain an accessible facility that is cost effective, convenient, attractive, and adheres to the Built Environment Image Guide. The exterior of the new facility should blend with the surroundings, but be clearly distinguishable from them. Materials, massing, and roof pitch should be tailored to the specific site and fit the local context. The new facility should be easily distinguishable as the primary

building, by use of vehicular access that leads visitors to the new building, parking, signing, flagpole, and/or other distinguishing characteristics.

The new building should be energy efficient. Heating and cooling should both be provided. Emerging building methods or materials such as structural insulated panels (SIPs) or stay-in-place polystyrene concrete forms that would increase energy efficiency should be considered. As a minimum, the building should meet ASHRAE Standard 90 and be certified by the Architect/Engineer to comply with 10 CFR Part 435. The view of Pikes Peak to the west throughout this area is outstanding. Windows that take advantage of the view should be provided. At least four frost-resistant exterior hose bibs and four GFCI exterior duplex outlets with weather-resistant covers should be provided as part of the project; one outlet and one hose bib each side. The roof of the building should not be flat.

The site should be easily accessible from U.S. Highway 24 for both east and west bound traffic, including oversized vehicles and vehicles with trailers. The building and site are located in a large metropolitan area and should showcase developing green building and sustainable technologies to the public.

#### Conference Room

The conference area should consist of about 450 square feet of meeting space that is accessible from the office and reception area via interior doors. The access to the conference space from the reception area should be inviting, as the conference rooms will likely be used for additional interpretive display when meetings are not in progress.

The conference area should have electrical outlets and telephone and computer jacks located in the floor at convenient locations. Other electrical outlets should be located along the walls. One wall phone jack should be located near the interior door to the office.

Flooring should be durable carpeting that minimizes visibility of tracked-in soil. Walls and ceiling should be off-white painted drywall. Except where windows or doors are located, a tackable surface should be provided around the entire perimeter of the conference area. It should be four feet high, with the bottom about three feet above the floor. It should have a textured vinyl surface laminated to 1/4 inch thick dense cork.

Fluorescent lighting providing at least 50 foot candles of illumination 2.5 feet above the floor is preferred. Lighting should be switched with a 3-way switch by the interior reception and office entrances. Natural illumination should be provided but views to the exterior are not necessary. Glazing should be sufficient to provide at least 10 footcandles of general illumination on a cloudy day to all parts of the conference room. Windows or skylight dormers should have coverings that can be closed to block exterior illumination sufficiently that projection equipment can be used effectively.

## HVAC and Electrical System

Heating and cooling must both be provided for the new building. A system that would permit air conditioning and heating to run concurrently in the same room is not desirable. Natural gas is available throughout the proposed area. Passive solar heating or shading should be utilized for optimum efficiency of the building heating and cooling. Building insulation and mechanical systems should be optimized for reduced energy consumption.

## Rest Rooms

Accessible employee and public restrooms must be provided, each restroom shall have a separate men and women's room. Each public restroom should have a water closet, lavatory, towel dispenser, mirror above the lavatory, and GFCI outlet near the lavatory. The women's employee restroom shall have three water closets, two lavatories, towel dispenser, mirror above the lavatories and GFCI outlet near the lavatory. The men's employee restroom shall have two water closets, one urinal, two lavatories, towel dispenser, mirror above the lavatories and GFCI outlet near the lavatory. A deep sink for janitorial use, storage for towels, soap, toilet paper and miscellaneous supplies shall be provided in a janitor/mechanical room. Each restroom must meet Americans with Disabilities Act Architectural Barrier Act (ADA/ABA) including those for door signage. Light fixtures above the sink that provide at least 30 footcandles of general illumination in a spectrum similar to natural daylight are preferred. The most desirable location for the public restroom is adjacent to the main entrance and conference room.

Accessible shower/locker rooms must be provided for men and women. The shower/locker room should be accessible through the employee restrooms. Each shower room shall contain one accessible shower stall, ten padlocked lockers, and a fixed bench.

## Accessible Entryway and Reception/Interpretive Area

The main entry to the office building must be accessible to everybody. The preferred location for the main entry is central to the conference room, reception/interpretive area, and public restrooms.

The entry should meet ADAAG and UFAS standards, be energy efficient, and be designed so that people looking at the outside of the building can tell it is the main entry.

The reception area for the office building must be designed to serve all visitors and employees. It should include at least twelve linear feet of reception/storage counter no more than 40 inches high. At least three linear feet of counter should be lower to accommodate seated visitors and employees. The counter should incorporate desk space for three information assistants. The rest of the area under the counter should be configured for storage. The counter should have about 100 footcandles of illumination at its surface. The reception area must be visible from and adjacent to the main building entry. It is desirable that people working in the reception area be able to observe the entry to the conference room. The reception area should include about 300 square feet of

office area behind the reception counter. Employee panic alarms must be installed behind the reception counter that alarm the local law enforcement of problems and also notifies the office personnel in the building of a potential problem. The preferred illumination for the office area is fluorescent lighting providing 30 footcandles of general illumination 32 inches above the floor and 100 footcandles of illumination on the surface of each desk. A waiting area of about 60 square feet should be provided near the reception counter to accommodate interaction with visitors. Minimum illumination of the waiting area at about three feet above the floor should be 30 footcandles. An accessible water fountain should be provided near the waiting area. A visitor information interpretive display area of about 440 S.F. must be provided near the reception area. Provide a built-in literature display area about 8' high by 8' wide by 18" deep with adjustable display brackets. Minimum illumination of the literature display area should be 70 footcandles on the surface. Consider storage cases recessed into the wall and incorporating display space. The visitor information and reception area shall be capable of being secured from the main office area.

In addition, exterior interpretive space of around 200 S.F. should be provided. Consider a large, covered front porch to provide at least part of this space.

### Offices

Accessible room(s) of approximately 2770 S.F. must be provided for general office purposes in addition to the visitor information assistant area. No individual room should be less than 100 S.F. An open office area is acceptable, but it must be separated from all other building functions by walls/doors. Three 150 S.F. offices and one 200 S.F. office shall have full height walls with lockable doors. A 200 S.F. office with full height walls and locking doors shall be provided for law enforcement, including an additional 100 S.F. of lockable evidence storage accessible from the law enforcement office and 25 S.F. of suitable space for a K-9 officer. Provide two 25 S.F. alcoves in convenient locations for printers and copiers. Substantial space for filing cabinets will be necessary. Minimum natural illumination of 10 footcandles of general illumination on a cloudy day should be provided to the entire office(s). Operable windows or skylights are preferable. The preferred illumination for the office area is fluorescent lighting providing 30 footcandles of general illumination 32 inches above the floor and 100 footcandles of illumination on the surface of each desk. Four computer and telephone jacks should be provided for each office space, along with duplex outlets along the walls maximum 6' apart. Flooring should be durable carpeting that minimizes visibility of tracked-in soil. Walls and ceiling should be off-white painted drywall.

### Other Building Areas

Unfinished storage space of approximately 1100 S.F. for district operations subdivided into seven areas with movable partitions must be provided. Access to the storage area should be through a double door to the interior of the building and a 12 foot wide overhead door to the outside, preferably into the secure fleet parking area. The storage area should be insulated, heated and cooled with the main building but zone thermostats



may be used to isolate the storage area at a different temperature range. A minimum 10 foot ceiling height is required in the storage area.

A break room of approximately 200 S.F. is required with a refrigerator, sink, countertop along one wall, storage cabinets above and below the countertop and duplex outlets spaced at two feet maximum along the countertop.

A computer/telecom room of approximately 150 S.F. is required. A separate heating and cooling zone for this room is required as well as a dry fire suppression system. A radio repeater will be located at the site if conditions are acceptable and the telecom room must be within an acceptable distance from the tower. The tower should be located to minimize visual impact of the site and away from the main entrance of the building.

Additional office support areas shall include a 150 S.F. meeting room, 150 S.F. mail room, 200 S.F. filing/supply/copy room, and a 150 S.F. GIS room. Office support rooms should be located for efficient use of space and building security. Access to the mail room for deliveries should be close to the main entrance.

#### Landscaping and Site Work

Separate visitor, employee, and fleet parking shall be provided at the site. Visitor parking shall be clearly identified and located near the main building entry. Fleet parking shall be secured behind a six foot tall chain link fence with a keycard operated vehicle gate and one accessible pedestrian gate located away from the building. Vehicle flow through the employee and visitor parking areas should be smooth and avoid dead end parking aisles. Accessible parking conforming to ADAAG and UFAS standards for at least two visitor vehicles, two employee vehicles, and one fleet vehicle must be provided as part of this project. Accessible parking should be as near the entry as practical. An additional 10 visitor, 20 employee, and 35 fleet standard size vehicle parking spaces shall be provided with adequate access for a full size SUV or truck. Two oversize pull-through vehicle spaces for RVs or trailers up to 60 feet long shall be provided in addition to the visitor parking. A pedestrian way must be provided from all visitor and employee parking spaces to the main entry. That portion of the pedestrian way serving the accessible parking spaces must be an accessible route meeting ADAAG and UFAS standards. The effect of winter weather on the route's accessibility must be considered. All parking areas shall be illuminated from dusk to dawn.

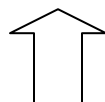
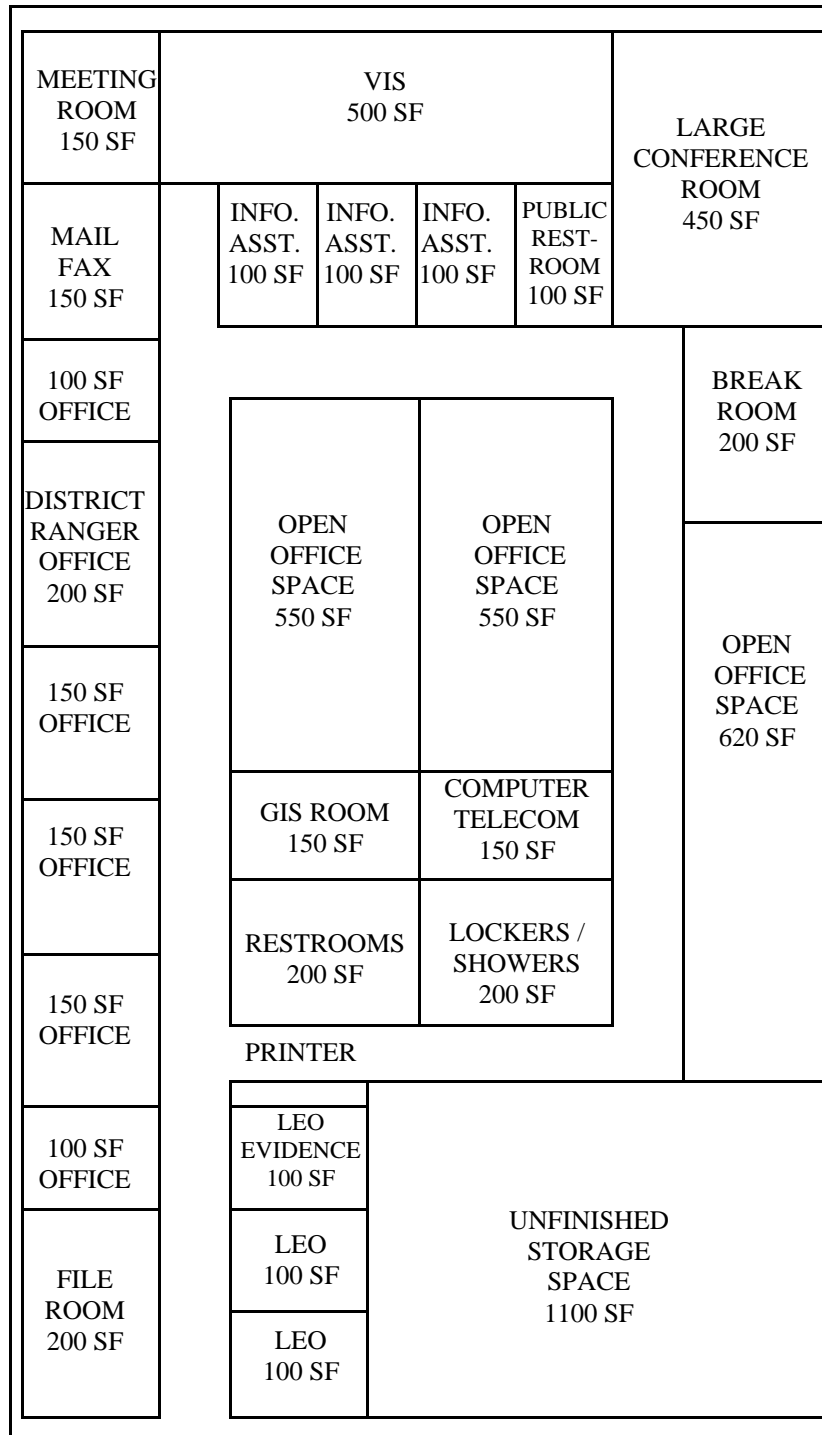
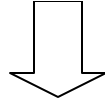
Appropriate landscaping should be included as part of this project. Use xeriscape landscaping consistent with the natural environment to minimize water consumption and maintenance requirements. Irrigate all vegetation including trees and shrubs and use rock beds to reduce the amount of weeds. A flagpole and district office sign should be located to properly identify the facility. Provide approximately 300 S.F. of fenced K-9 officer space near the employee entrance of the building with adequate shade. Pedestrian access to major city pedestrian trails, sidewalks, and/or parks should be maintained with as little vehicle interruption as possible. A bike rack for at least six bicycles shall be provided near the main entrance and within the secure fleet parking area and should be protected

under the eave of the building if practical. It is intended that all disturbed areas be developed or landscaped.

## Appendix D - Conceptual Design

### Conceptual Layout

PUBLIC



EMPLOYEE

## APPENDIX D – Conceptual Design (Continued)

### Office Space Requirements

Type of Space	FTE	Total Space Requirements
<b>Occupiable Space</b>		
<b>PERSONNEL OCCUPIED AREA (POA)</b>		
<b>Permanent Positions</b>		
District Ranger	1	200
Info. Asst.	1	100
Info. Asst.	1	100
Info. Asst.	1	100
Admin. Asst.	1	100
Supervisory Forester	1	150
Forestry Tech.	1	100
Land Archaeologist	1	100
Sup. Outdoor Rec. Planner	1	150
Outdoor Rec. Planner	1	100
Fisheries Biology Technician	1	100
Forestry Tech. - FMO	1	150
Forestry Tech. - FPO	1	100
Forestry Tech. - AFMO	1	100
Personnel	1	100
LEO	1	100
LEO	1	100
Engineer	1	100
Wildlife Biologist	1	100
Resource Clerk	1	100
Public Affairs	1	100
Fuels Technician	1	100
Vice Hayman	1	100
Vice Hayman	1	100
<b>Seasonal/Temporary Positions</b>		
Recreation Seasonal	0.5	60
Recreation Seasonal	0.5	60
Recreation Seasonal	0.5	60
Fisheries Biologist Seasonal	0.5	60
Fisheries Biologist Seasonal	0.5	60
Fire Prevention Seasonal	0.5	60
Wildlife Biologist Seasonal	0.5	60
<b>Total POA Area</b>		<b>3070</b>
<b>OFFICE SUPPORT AREA (OSA)</b>		
Meeting Rooms (1) @ 150 sf		150
Mail/Fax Room		150
Filing/Supply/Copy Room/Library		200
GIS Room		150
Printer/Copier Alcoves (2@25 ft <sup>2</sup> each)		50
<b>Total OSA Area</b>		<b>700</b>
Total No. of Employees	27.5	
<b>Utilization Rate</b>		<b>137</b>
<b>(POA Space + OSA Space)/No. Employees</b>		

Type of Space	FTE	Total Space Requirements
<b>SPECIAL PURPOSE SPACE (SPS)</b>		
Large Conference Room		450
Computer/Telecom Room		150
Employee Break Room		200
Public Restrooms		100
Employee Restrooms		200
Shower/Locker Rooms		200
VIS Area (Public Area)		500
LEO Evidence Room		100
LEO K-9 Space		25
<b>Total SPS Area</b>		<b>1925</b>
<b>UNFINISHED STORAGE SPACE (USS)</b>		
Open Storage Area		100
Unit Storage #1 (Admin)		100
Unit Storage #3 (Recreation)		200
Unit Storage #6 (VIS/PA)		200
Unit Storage #7 (Telecomm/Computer)		0
Unit Storage #9 (R/WL/Soil/Fish/F&A)		200
Unit Storage #10 (Fire)		200
Building Storage, Snow Blower, etc.		100
<b>Total USS Area</b>		<b>1100</b>
<b>SUB-TOTAL OCCUPIABLE</b>		<b>6795</b>
Occupiable Space Partitions @6%		408
<b>TOTAL OCCUPIABLE SPACE</b>		<b>7203</b>
<b>Non-Occupiable Space</b>		
Common Area Factor for building circulation, corridors, stairs, foyers, custodial room, mechanical equipment room, etc.		
<b>18% of Occupiable Space</b>		<b>1296</b>
<b>Estimated Total Space Needs</b>		<b>8499</b>
Existing Space		7307
Estimated Space Deficit/Surplus		(1192)

<sup>1</sup>: Very little existing space meets accessibility standards; approx. 40% is second story with no elevator.

<sup>2</sup>: Personnel Occupied Area (POA) includes office space and circulation into office space.

## APPENDIX G – Conceptual Design (Continued)

### Parking Space Requirements

	Type of Parking Space	Vehicle Spaces	Average ft <sup>2</sup> Per Space	Total Required ft <sup>2</sup>
<b>Visitor:</b>				
	Standard Vehicle Parking	10	432	4320
	Accessible Parking	2	912	1824
	RV Parking (Pull-Through)	2	600	1200
	Visitor Parking Subtotal:	14		7344
<b>Government:</b>				
	Standard Vehicle Parking	20	432	8640
	Pull-Through Parking	0	600	0
	Accessible Parking	1	912	912
	Government Parking Subtotal:	21		9552
<b>Employee:</b>				
	Standard Vehicle Parking	35	432	15120
	Accessible Parking	2	912	1824
	Employee Parking Subtotal:	37		16944
<b>Total Visitor, Government, and Employee:</b>				
	<b>Total Parking Spaces Required</b>	<b>72</b>		<b>33840</b>

### Asphalt Space Assumptions

<b>ADDITIONAL ASPHALT NEEDS:</b>	
Access Road and Circulation Between Parking Areas	16920 SF
(Assume 50% of Parking Space Required)	
<b>Total Asphalt Required</b>	<b>50760 SF</b>

<b>ASSUMED PARKING SPACE DIMENSIONS:</b>	
Standard Vehicle Space	9 ft Wide
	48 ft Long (includes backup space)
Accessible Parking Space	19 ft Wide (9ft Space + 10ft Access)
	48 ft Long (includes backup space)
Pull-Through Parking	10 ft Wide
	60 ft Long

### Building Lot Size Assumptions

Total Required Building Area	8499 SF
Future Building Expansion Area (Assume 30% of Required Area )	2550 SF
Total Asphalt Area Required	50760 SF
Minimum Landscaping, Setbacks, Snow Storage, etc.	15452 SF
(Assume 25% Building + Parking Total)	
LEO K-9 Area	300 SF
Kiosk Area	200 SF
Picnic Table Area	200 SF
<b>TOTAL MINIMUM LOT SIZE REQUIRED</b>	<b>77961 SF</b>
	<b>1.79 ACRES</b>