

## **Pre Bid Meeting Documents**

### **October 14, 2024 1:00 pm**

These documents are guidelines to communicate our current understanding of the need and will continue to morph and change as we learn the scope of the overall project. Additional guidance will be provided by the health care provider expected to be contracted in the very near future.

## **Rationale for the Health Center Project:**

The goal for our health center is to provide health care opportunities for our community as a permanent long term solution (decades). To do so we are designing this project to use both a School Based Health Center (SBHC) model and a Federally Qualified Health Center model (FQHC) to ensure it is sustainable for many many years into the future. This facility will look much like a freestanding doctors office with some added features.

## **Scope of Project: Design and Construction of a Health Center**

### **Project Overview**

The objective of this project is to design and construct a health center of approximately 4,000+ square feet, which will serve as a long-term healthcare solution for the community. This facility will adopt a dual model, integrating both a School-Based Health Center (SBHC) and a Federally Qualified Health Center (FQHC) framework, ensuring sustainability and accessibility for decades to come.

#### **1. Design and Engineering**

- Develop comprehensive architectural and engineering drawings, incorporating features typical of a freestanding doctor's office with specialized requirements.
- Engage with healthcare providers for ongoing feedback to refine the design and operational flow as the project progresses.
- Use of natural light to be inviting to children and community

#### **2. Site Development**

- **Site Evaluation:** Assess primary and alternate locations for suitability, including the designated site at 416 N Clinton Street and a potential site across the street.
- **Complete Site Planning:** Create a cohesive site plan integrating the health center, driveway, parking lot, landscaping, and signage.
- **Drainage Solutions:** Design effective drainage systems to manage excess water, with considerations for parking lot curbing and environmental factors.

#### **3. Infrastructure and Accessibility**

- Ensure all facilities meet accessibility standards, with compliant entrances and restrooms.
- Implement separate secure entries and exits for meeting rooms to enhance privacy and security for users and meet requirements for a School-Based Health Center as well as a full primary care facility"

#### **4. Signage and Wayfinding**

- Develop a comprehensive signage plan, including digital signage at the street and clear internal and external signage for the building.
- Include pavement markings and navigation aids in the parking lot for safety and accessibility.

#### **5. Logistics and Operations**

- Design effective logistics for pickup and delivery, including laboratory specimen handling.
- Plan trash storage and removal systems that meet health regulations and minimize visual impact.

#### **6. Construction Management Coordination**

- Collaborate closely with the construction management company to ensure project adherence to HRSA grant requirements, timelines, and budget constraints.
- Conduct regular site meetings to evaluate progress and address any emerging challenges.

#### **7. Quality Control and Compliance**

- Ensure all design and construction phases comply with local building codes, health regulations, and safety standards.
- Implement a quality control plan to monitor workmanship and materials throughout the project lifecycle.

### **HRSA Grant Compliance**

The Stockbridge Community School District has secured a \$2.5 million HRSA grant, allocating \$1.9 million for the comprehensive design, construction, and equipping of this facility. The district will manage the grant, requiring close coordination with both the architect and construction management team to meet compliance and reporting standards.

### **Stakeholder Engagement**

The school district will actively engage various stakeholders throughout the design and construction process to ensure the health center meets community needs and complies with grant requirements. Feedback from stakeholders will inform adjustments to the project scope as necessary.

### **Staffing Considerations**

Initial staffing will include one practitioner, one registered nurse, one medical assistant, and one social worker, with plans for gradual expansion based on community needs, and as the facility grows into a full primary care facility for the community.

### **Conclusion**

This updated scope reflects a comprehensive approach to the design and construction of a health center that is functional, accessible, and sustainable. The project aims to create a vital healthcare resource within the community, enhancing health opportunities for years to come.

## **Program of Spaces for Health Center:**

### **1. Reception Area (500 sq ft)**

- **Function:** Welcoming space for patients.
- **Features:**
  - Front desk for check-in/check-out.
  - Seating for patients and families.
  - Informational displays/brochures.
  - Space for patients, especially children and youth.
  - Phone charging ports

### **2. Waiting Room (800 sq ft)**

- **Function:** Comfortable area for patients awaiting service.
- **Features:**
  - Seating for approximately 20-30 patients.
  - Children's play area.
  - Refreshment station (water, coffee, tea).
  - Phone charging ports

### **3. Exam Rooms (4 x 150 sq ft = 600 sq ft)**

- **Function:** Spaces for patient examinations.
- **Features:**
  - Lower and upper cabinets for storage.
  - Desk space and counter with sink.
  - Hardwired technology access and connected monitor.
  - One exam table, two chairs, and one adjustable practitioner stool per room.
  - One or two of the exam rooms will be designed to engage students, including student perspective and possibly student art work. Students will be engaged for input in this space.
  - One exam room equipped for audiology and ophthalmology testing.

### **4. Consultation Room (150 sq ft)**

- **Function:** Private space for consultations.
- **Features:**
  - Equipped with a desk, chairs, and necessary technology.

### **5. Laboratory (300 sq ft)**

- **Function:** Space for lab work (e.g., urine, blood, etc.specimens/tests).
- **Features:**
  - Lab stations and storage for supplies.
  - Pass-through to restroom.
  - Location for a secured pharmacy.
  - Location for medical supplies

## 6. Break Room (200 sq ft)

- **Function:** Staff relaxation area.
- **Features:**
  - Kitchenette with refrigerator, microwave, and seating.
  - Space for informal meetings
  - Phone charging ports, music access

## 7. Meeting Spaces:

- **Large Meeting Space (800 sq ft)**
  - **Function:** Multipurpose room for community events.
  - **Features:** Chairs and tables for presentations, seating for 50 without tables, access to storage for furniture.
- **Medium Meeting Space (300 sq ft)**
  - **Function:** Conference area for small group meetings.
  - **Features:** Conference table for 12.
  - Space can be used for small group work by SW and should have storage space specifically for testing, and for therapy games and toys.

## 8. Restrooms

- **Staff Restrooms (2 x 100 sq ft = 200 sq ft)**
  - **Features:** Accessible restrooms for staff.
- **Patient Restroom (100 sq ft)**
  - **Features:** Accessible restroom for patients.

## 9. Care Station (200 sq ft)

- **Function:** Area for patient care and monitoring.
- **Features:** Equipped with necessary supplies and technology.
- Nursing station for records that are kept with access strictly limited?

## 10. Mechanical Room (100 sq ft)

- **Function:** Housing HVAC and mechanical systems.
- **Features:** Space for maintenance equipment.

## 11. Data Closet (MDF) (100 sq ft)

- **Function:** Central hub for networking and IT equipment.
- **Features:** Hardwired technology access and Wi-Fi.

## 12. Storage Areas

- **Clean Linen Storage (100 sq ft)**
- **Soiled Linen Storage (100 sq ft)**
- **General Storage (200 sq ft):**
  - For supplies and equipment, including records management.
  - Records management should get a more significant location with adequate security and technology. Perhaps one of the offices

## 13. Lockers/Locker Room (200 sq ft)

- **Function:** Space for staff to store personal items.
- **Features:** Lockers and changing areas.
  - Locker space.

## 14. Showering Facilities (100 sq ft)

- **Function:** Hygiene facilities for staff and potentially patients.

## 14. Office Space (150 sq ft)

- **Function:** Office Space for Practitioner

**Features:** Records management with adequate security and technology.

## Alternate Spaces for Consideration:

## 15. Pharmaceutical Space (100 sq ft)

- **Function:** Area for a small pharmacy
- **Features:** Private secure area for easy access and ability to access and secure quickly dual level of security.

## 16. Physical Therapy Facilities (300 sq ft)

- **Function:** Dedicated space for physical therapy services.
- **Features:** Equipment for therapy and rehabilitation.

## 17. Ophthalmology

## 18. Audiology

## 19. X-Ray Facilities (200 sq ft)

- **Function:** Area for radiological services.

**Features:** Equipment and patient processing space.

**Summary:**

- **Total Space:** Approximately 4,000+ sq ft
- **Design Considerations:**
  - Ensure flow between spaces.
  - Ensure security in all space with locks on doors and cabinets
  - Maintain privacy for patients.
  - Include accessibility features.
  - Consider environmental factors (drainage, etc.).
  - Digital and physical signage as needed.

This catalog of spaces is a flexible framework that will evolve as the project develops, ensuring that the health center meets the staff and community's needs while complying with grant requirements and architectural standards.

The proposed construction location is 416 N Clinton Street, Stockbridge MI 49285. This location is approximately 60 yards to the South East of the Stockbridge Jr. Sr. High School

The proposed size is 4,000+ square feet. Other space considerations may cause a minor increase to this size. The concept drawings and catalog of space are a result of many site visits to SBHC and FQHCs from around the state. There is an alternate location across the street to the East of the high school if the primary location is found to be an unacceptable location for the health center.

The scope of this project includes a **complete site plan** of the school facilities at 416 N Clinton in Stockbridge. This will include multiple concept drawings, all design work, engineering services, permits, and architectural drawing/blueprints needed for the construction and completions of this facility.

The school district will engage various stakeholders in the process and some will provide guidance to the district that will bring about change in the scope of this project. It is our desire to build a facility that will meet all of the needs of the service provider.

**Staffing:**

We anticipate that the staffing of this facility will start with limited staff and will grow over the first year. Initially we anticipate one practitioner, one registered nurse, one medical assistant, and one social worker.

We anticipate that this will include substitutes/part time people in each of these areas. If all goes well and the need necessitates, we anticipate layering additional practitioners and nurses on top of the base staff.

We are currently in discussions with the U of M School of Nursing and Packard Health.

**Contacts:**

Brian Friddle, Superintendent of Schools    517-715-9001    friddleb@panthernet.net

Steve Keskes Director of Grants    810-955-4733    keskess@panthernet.net

**Concept Drawings** (see attachment)

C2AE Architects and Engineering

Meier Architects

The Collaborative

**Timelines**

We are hoping to have an architect in place by the end of October and a construction manager in place by the end of November. We would like to have drawings for the construction management team ASAP, but by the end of the year, we will go out for bids in January if not before.

**For Architectural Design and Engineering Services RFP**

**Revised Schedule**

- RFP Issuance: September 30, 2024
- Pre Bid meeting: October 14, 2024 1:00 pm, Stockbridge Jr/Sr High Student Success Center 416 Clinton, Stockbridge MI 49285
- Deadline for Questions: October 16, 2024 12:00 pm
- Answers will be posted by 5:00 pm on October 16, 2024
- Proposal Submission Deadline: October 23, 2024 12:00 pm
- Bid Opening: October 23, 2024 3:00 pm, 100 Price Ave. Suite A, Stockbridge MI 49285
- Shortlist Notification: TBD
- Architect Selection: TBD

**For Construction Management Services for Health Center & Bond Project RFP**

**Schedule**

- RFP Issuance: October 4, 2024
- Optional Project Overview/Site Visit: October 18, 2024 1:00 pm, Stockbridge Jr/Sr High Student Success Center 416 Clinton, Stockbridge MI 49285
- Deadline for Questions: October 20, 2024 5:00 pm

- Answers will be posted by 12:00 pm on October 21, 2024
- Proposal Submission Deadline: October 23, 2024 12:00 pm
- Bid Opening: October 23, 2024 1:00 pm, 100 Price Ave. Suite A, Stockbridge MI 49285
- Short list Notification: TBD
- Interviews: TBD
- Construction Manager Selection Announcement: TBD

## Questions

Q & A list will be updated and posted to the website on Wednesday, October 16, 2024.

1. As a result of the Pre-Bid Meeting needing to be rescheduled for October 14, 2024, is the deadline for questions being extended as well the Proposal Submission date?
  - a. Yes, questions need to be submitted by October 16, 2024 at 12:00pm
2. Will there be an extension to the required date of submission?
  - a. Yes, the new deadline is October 23, 2024.
3. In what form would you like the health center proposal submitted: electronic and/or hard copy? If electronic, is there a specific way we should send it (email or upload)? If hard copies are requested, how many copies you would like submitted, and should a flash drive accompany any hard copies?
  - a. Please submit one hard copy, including a jump drive with the information saved on it and submit your proposal via email to (friddleb@panthernet.net)
4. From the RFP packet, it looks like Stockbridge Community School District received a grant from HRSA. Is this a correct assumption? Yes
  - a. Is the grant for the design and construction of the health center or is it only for one of those two? The grant is for design, construction and equipping this facility.
  - b. If you don't mind us asking, did the school district have any assistance writing the grant? The grant was written in district with assistance from Dr. Virginia Rezmierski who has been leading our four local projects.
  - c. What will the scope of the A/E firm be in regards to assisting the district with the grant? If any? We will need assistance from the architect and the general contractor to provide information and meet timelines for the HRSA grant.
5. Does the district have a program of spaces for the health clinic?
  - a. We have a couple of concept drawings that include most of the components for the health center. We will need to add more storage to our concept and a few other additions, but I believe we can provide a pretty good list of the spaces needed. (See the attached documents for the Program of Spaces)
6. Who will ultimately be in charge of running the clinic? Will they be involved in the design process?
  - a. The facility will be run by a service provider, yet to be determined. We are nearing a decision, but it may be a few weeks before this is confirmed. We have had a lot of input on the facility, but our service provider will supply details needed for the design development. We have done a lot of research to know what is needed in this facility. We have conducted a lot of site visits around the state.



7. What services will the health center be providing?
  - a. This facility will be very similar to a doctors office with mental health services offered as well. We anticipate a practitioner, a nurse, a medical assistant, 1-2 mental health workers, and other part time staff members layer in as needed.
8. How should we submit our cost proposal? Is it a fixed cost or percentage of construction costs?
  - a. We are looking for a percentage cost of construction, so that we are able to make comparisons.
9. Utilities: How are utilities to be accessed, though the school or elsewhere?
  - a. We expect that the Health Center's utilities will be separate from the schools with separate metering.
10. Utilities: What kind of HVAC? Do we have a natural gas connection?
  - a. Yes. We would expect forced air and utilizing natural gas.
11. Utilities: Do you anticipate sewage having to be pumped?
  - a. We anticipate hooking into the Village of Stockbridge's sewer system.
12. Utilities: Would we be able to utilize the school's backup generator?
  - a. This is unknown and may be cost prohibitive. It would be beneficial to provide the center with its own backup power generator.
13. Utilities: Are there any expectations for green or LEED certification for environmental considerations?
  - a. No. This is not mandatory. However, we would be interested in hearing ideas about potential LEED opportunities such as solar or other opportunities that may help support the center's sustainability.
14. How many patients do we anticipate the center serving?
  - a. We anticipate 100 patients being serviced before the doors open and 250 in the first year. We expect in excess of 500 patients by the three year mark and continued growth.
15. Site: What is your thinking around needs for water runoff and drainage?
  - a. This may require additional research on the part of our architecture firm.
  - b. We should pursue a hook up to the county drain system.
  - c. We should consider storage needs and look for ways to manage drainage on site.
16. Site: Parking: How many parking spaces do we intend to utilize?
  - a. We intend on utilizing building code to determine parking lot size and number of spaces.
17. Site: Is the soil native on the site for which the health center is planned on being built?
  - a. To the best of our knowledge, the site has not been used for anything except soccer fields since it was first purchased and the original high school was built upon pre-existing farmland.
18. Do you have or know of a civil engineer that is familiar with the site?
  - a. We do not currently have a civil engineer under contract. We are thinking that the architecture firm would have one on staff or have one that they will contract or work with on the project.
19. Do you have access to an existing site survey?

- a. We do.
20. Do you have access to asphalt drawings?
- a. We do.
21. Design: Who will be involved in the design process?
- a. Medical provider partner to be named
  - b. Construction Management Company
  - c. School District committee
  - d. Students
22. Pre Bid Meeting Document Request: Can you please provide a copy of the grant's Notice of Award with the specifications?
- a. Yes, See link: [Stockbridge NOA.pdf](#)
23. Pre Bid Meeting Document Request: Can you please provide a copy of the sign in sheet for everyone who attended?
- a. Yes, See Attachment [Architect walk through Sign In Sheet.pdf](#)