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Preproposal Meeting

May 27, 2026 · 11:30 AM - 12:30 PM · Jade East

 Join meeting

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Decisions

- Expedite GC selection with RFP after architect to integrate GC in design.
- Include third-party cost estimator as RFP add-on.
- Aim for LEED Silver certification due to funding requirements.
- Move medical/dental first, then administration for phased occupancy.
- Involve department leaders/frontline staff; executive team makes final decisions.
- Post meeting documents, video, transcript, and site walk notes online.

Open questions

- Pre-design programming is only rough; department leaders will be involved.
- Timeline for schematic design is not a hard 45-day requirement.
- Property acquisition timeline needs a hard stop date, but remains unresolved.
- Parking program and stall count are not fixed; maximizing parking is priority.
- Maximize square footage for growth; adjacent property acquisition unresolved.

Agenda

 **Goal:** Present information about the geotech report and hazmat survey, then answer participant questions.

Meeting notes

Meeting logistics

- Ian confirmed that joining via the RFP website link worked without issues.
- Otto asked about enabling the meeting chat for questions, and Jeanot enabled the chat during the meeting.
- Otto agreed to moderate the meeting chat for questions.
- Jeanot introduced themselves as the Director of Facilities for ICHS and explained the meeting structure, including muting participants and using chat for questions, with Otto moderating the chat.
- Ian reminded participants that the RFP webpage is active and will host meeting materials, the video, and Q&A from the site walk; participants can submit questions using the provided template and email.

Meeting agenda

- Jeanot planned to present information, review the geotech report and hazmat survey, and then open the floor for questions in the order received in the chat.

Project scope

- Jeanot shared that the team is attempting to purchase an adjacent property to expand the project scope
- Jeanot stated that the project intends to maximize zoning to allow up to 86,000 square feet, with flexibility for future growth.
- Jeanot explained that the project intends to maximize zoning to allow up to 86,000 square feet, with flexibility for future growth.
- Jeanot stated that the team is pursuing the purchase of an adjacent property, but the owners have become unresponsive, and a decision date will be set with the executive team to determine whether to include the property in the design.

Site assessments

- Jeanot presented findings from the geotech report, including water found at 25.5 feet below grade in the southwest corner, and summarized hazmat survey results: no PCBs, asbestos below 1% (exempt), and presence of lead paint
- Jeanot shared that the Stat IO system was recently installed at all sites, and patient and staff flow metrics will be available beginning next month.

Project timeline and deadlines

- Jeanot clarified that the 45-day timeline for completing the design is not a strict deadline and may not be achievable, but the team aims to expedite the process.
- Jeanot described that the project will have phased occupancy, with medical and dental areas moving first, followed by administration spaces.

RFP requirements

- Jeanot confirmed that there is no stated page limit for the RFP document.
- Jeanot confirmed that a third-party cost estimator should be included as an add-on in the RFP, since there is no in-house estimator.









Design process and planning

- Jeanot explained that the parking stall count is not fixed and will be determined during the design process, with the goal to maximize parking capacity.
- Jeanot explained that both high-level managers and frontline staff will be involved in the design process to ensure practical input on space usage.

Sustainability and energy efficiency

- Jeanot explained that the project aims to achieve at least LEED Silver certification due to likely requirements from funding sources.

Follow-up tasks

	 Task	 Assigned to	 Due date	 Bucket
1	 Edit the meeting video to remove the initial section (Jeanot)			
2	 Post the meeting files, including the presentation, video, and transcript, on the same page as the meeting link at 12:30 or shortly thereafter (Jeanot)			
3	 Consider reusing the old growth wood beams from the second floor structure in the new construction (Jeanot)			
4	 Post the meeting video, transcript, site walk notes, and related documents on the RFP webpage within half an hour (Jeanot)			