



Phase 2 – Facility Program Analysis

As part of this RFP, CBH is providing a Facility Program Analysis for reference. The analysis includes data originally developed by an architectural firm through a commissioned space needs study conducted over a year ago and subsequently updated by CBH staff to reflect current operational requirements.

This document presents a condensed list of required rooms, organized by program; however, it does not include net or gross area calculations.

Offerors should use this analysis to inform their proposed design approach, with the understanding that final space planning will be determined in collaboration with the selected design-build team.

	Total Number of Rooms	Required Total Area
Exec/Admin		
Department Net Square Feet	16	2205
HR		
Department Net Square Feet	3	850
Fiscal		
Department Net Square Feet	1	300
DevComm		
Department Net Square Feet	2	200
Prevention		
Department Net Square Feet	3	620
Children's Services		
Department Net Square Feet	13	1620
Medical		
Department Net Square Feet	13	1760
Adult Services AOP		
Department Net Square Feet	11	1820
Same Day Services/Central Access		
Department Net Square Feet	9	1080
Pharmacy		
Department Net Square Feet	3	880
QM/HIM		
Department Net Square Feet	10	1280
General Services		
Department Net Square Feet	9	1100
SEVHS - Primary Care		
Department Net Square Feet	41	5300
SEVHS - Dental		
Department Net Square Feet	12	1500
Information Services		
Department Net Square Feet	13	1460

Permanent Supportive Housing		
Department Net Square Feet	8	740
ACT		
Department Net Square Feet	8	2120
Mental Health		
Department Net Square Feet	10	1295
DD		
Department Net Square Feet	19	1620
Fleet		
Department Net Square Feet	2	250
Residential		
Department Net Square Feet	3	280
Building Support		
Department Net Square Feet	50	10570
Totals	259	38,850

Exec/Admin	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Waiting (close to conf room)	1	90	90	4-6 people
Admin Supply/Storage	1	80	80	
Admin Work/Copier Area/Mailboxes	1	200	200	
Small Conference Room	1	375	375	15 people
Executive Director	1	180	180	
Admin Assistant	2	100	200	
Directors	9	120	1080	
Department Net Square Feet	16	1145	2205	

Notes:

Locate near Finance, HR, IT/IS, DevComm, Prevention

Fiscal	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Fiscal Open Workroom	1	300	300	Hotel workstations, supports Revenue Analysts, Reimbursement Coordinator, Fiscal Operations Manager, Credentialing Analyst, and Grant and Financial Reporting Analyst
Department Net Square Feet	1	300	300	

Notes:

No one is there 100% of the time, hoteling is fine

HR	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
HR - Specialist Workroom	1	400	400	Open work area for the 4 staff
Interview Room/Small conference room	1	200	200	6 people
Admin, Workroom and Files & Equipment Storage	1	250	250	HR "IS" system, fingerprinting, and badge equipment
Department Net Square Feet	3	850	850	

Notes:

Building Support	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Conference Room	1	200	200	(6) People
Conference Room	4	375	1500	(10) People
Conference Room	2	500	1000	(15) People
Conference Room	2	750	1500	(20) People
Conference Room	1	1000	1000	(50) People - serve as board room with alcove for refrigerator coffee / training room
Computer Lab	1	400	400	For training
Restrooms	6	80	480	Single toilet RR / Place some bathrooms in secured access areas of the building and spread them out for public and staff use
Restrooms	8	60	480	Single toilet RR / Place some bathrooms in secured access areas of the building and spread them out for public and staff use
Hotel Office	6	80	480	Scattered throughout building
Storage	8	80	640	Scattered throughout building
Shared waiting room	1	1000	1000	Separate adult from children and provide a sensory area for both
Support staff	1	300	300	Space for support staff to check in visitors and help them wayfind
Staff gym	1	200	200	
Staff respite	1	80	80	
Lactation room	1	80	80	
Staff break room w kichenette	3	160	480	
Admin / work room (copy/mail)	3	250	750	Scattered throughout building
Department Net Square Feet	50	5595	10570	

Notes:

Fleet parking - dedicated for CBH is noted in Fleet tab
 200Sq Ft. shed needed on property for general services

DevComm	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
DevComm	2	100	200	
Department Net Square Feet	2	100	200	

Notes:

General Services	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
General Services Technician	2	80	160	Inside the Maintenance Shop and Storage
General Services Coordinator (Manager - Facilities)	2	100	200	General services officer & coordinator
Storage	1	100	100	
Building Maintenance Shop and Storage	1	300	300	Roll up door for deliveries
Security - Equipment and Monitoring	2	80	160	
Janitorial Storage	1	180	180	Paper goods, floor cleaning equipment, housekeeping cart
Department Net Square Feet	9	840	1100	

Notes:

QM/HIM	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Health Information Technician Open Office	1	200	200	5 people
Medical Records Storage/Workroom	1	300	300	Printers, scanners, work tables, place for shred (5) bins
Consult/Private Discussion area with clients	1	60	60	Can just be a small alcove
Office	3	100	300	
Quality & Compliance Specialist + office	3	80	240	
Medical Records Room	1	180	180	Was originailly in building support
Department Net Square Feet	10	920	1280	

Notes:

Locate near case management (MH & DD),residential, ACT, PSH

Information Services	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Office	6	80	480	EHR Specialist / Business Analyst Information Technology Support Specialist (2) / System
Office	2	100	200	Information Technology Manager / Information Services Manager
Equipment Storage	1	180	180	need additional outlets
Equipment Workroom	1	200	200	Repair and set up computers for employees - large worktable with a lot of outlets for running numerous
Cyber Security	1	120	120	Large flat screens (3) for monitoring - space should be visible to managers, if not others in that suite
Hotel Workspace	1	80	80	For staff to work while their equipment is being serviced - could be outside the IT/IS suite
Server Room (Main Hub for CBH)	1	200	200	6 racks. Static dissipative flooring, redundancy in air-conditioning, prefer location not on client floor or 1st floor, security monitoring in room, emergency generator, security badge access
Department Net Square Feet	13	960	1460	

Notes:

Emergency generator - required to keep power for IT/IS & Medication refrigerators

IT/IS suite needs to be secure

Offices could be located off of the equipment workroom, which could be centralized

Need extra AC in workroom and storage

Medical	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Nurse	1	300	300	Adjacent to Med Room - space for 3 nurses
Medication Room	1	100	100	Injections space, UCR, Scale for height/weight, sink, meds ref. , needs to be a secure space
Intake processing	1	100	100	Injections space, UCR, Scale for height/weight, sink
Restroom (urine testing) + COC alcove and passthrough	1	80	80	Urine samples pass-thru door to intake processing
Office or consult room	1	200	200	Sees larger number of people - could be a dedicated consult room
Provider/Prescriber	5	120	600	
Nursing Services Coordinator	1	100	100	
Treatment Room	1	180	180	Seats 2 clients and desk for clinician to observe post injection / infusion
Treatment Room	1	100	100	Transcranial Magnetic Stimulation (TMS)
Department Net Square Feet	13	1280	1760	

NOTE:

Needs to be adjacent to an admin work area

Same Day Access/Central Access	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Office	9	120	1080	
Department Net Square Feet	9	120	1080	

Notes:

Adult Services AOP	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Conference Room	1	500	500	15 people and alcove for beverages
Offices	9	120	1080	11 FTE's, some hotel
Peer Support Workroom	1	240	240	Supports 4 workstations
Department Net Square Feet	11	860	1820	

Notes:

ACT	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Office	3	120	360	Team leader, prescriber, therapist
ACT Open Office/Bullpen	1	780	780	13 workstations, supports case workers, peer, co-occurring, housing, employment, therapist, specialist, admin support
Nurse work station	1	180	180	Shared office - 3 people
Medication Room	1	150	150	No windows allowed, give injections, patient exam chair for visits. Needs UCR. Locked medication storage.
Conference	1	500	500	15pp
Storage - Client Support	1	150	150	Packaged med orders, food - need UCR, hygiene supplies they may need. Locked as some meds are stored inside
Department Net Square Feet	8	1880	2120	

Notes:

MH CM	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Office	2	100	200	(1) Coordinator (1) Manager
Office	2	100	200	(2) Case Manager
Office	2	80	160	(2) Case Manager
Bullpen Office	3	120	360	(2) Case Managers/Skill Building per office (6) total
Conference Room	1	375	375	Sized for 10 pp share with DDCM
Department Net Square Feet	10	775	1295	

Notes:

MH Case Managers meet with clients in their office

Needs to be near admin/workroom to make copies for meetings

Prevention	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Health Promotion Specialist - Manager Office	1	100	100	
Health Promotion Specialist - Open Work Area	1	120	120	2-3 people
Prevention Education & Support Supplies	1	400	400	
Department Net Square Feet	3	620	620	

Notes:

Pharmacy	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Pharmacy-dispensing & Bulk Supply	1	600	600	Would like small retail space for pharmacy ie: cold/flu meds, aspirin, etc. 2 pickup windows, immunization alcove/'ante room' would be on public side of window.
Storage & Adherence Packaging	1	200	200	Deliveries are daily direct to pharmacy, unit dosing cards & bulk vial fills, they do mail order prescriptions and deliveries
Pharmacy Manager (inside the clinic)	1	80	80	
Department Net Square Feet	3	880	880	

Notes:

Pharmacy needs secured perimeter (walls to deck, no windows)

Pharmacy needs accoustic dampening for loud packaging equipment

WOULD LIKE A DRIVE THROUGH WINDOW - if possible

Children's Services	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Play Therapy - Observation/Family Room	1	180	180	Provide A/V for remote observation
Offices	9	120	1080	
Case Manager Offices	3	120	360	2 workstations per room
Department Net Square Feet	13	420	1620	

Notes:

Locate near Medical, SDA, Rx, Primary, Oral Healthcare AOP

Permanent Supportive Housing	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Office	2	80	160	Employment Services Manager / Peer Support (2 shared)
Office	5	100	500	Housing Manager / Housing Support / Housing CM /Community Integration Coordinator
Storage - Patient Support	1	80	80	
Department Net Square Feet	8	260	740	

Notes:

DD CM	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Office	5	100	500	1 office is shared (2ppl)
DD Case Manager II	14	80	1120	
Department Net Square Feet	19	180	1620	

Notes:

Fleet	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Fleet (Transportation)				
Fleet Manager (Transportation)	1	100	100	
Storage - Fleet	1	150	150	
Department Net Square Feet	2	250	250	
Outside Space				
Parking for two transit vans, 4 mini-buses	6		0	
Standard fleet vehicles	36		0	Fenced area around vehicles
Vehicle charging stations	2		0	Within fenced Area
Department Net Square Feet	44	0	0	

Notes:

Residential	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Community Services Manager	1	100	100	
Residential Services Coordinator	1	100	100	
Storage - Client Supplies	1	80	80	
Department Net Square Feet	3	280	280	

Notes:

SEVHS - Primary Care	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Waiting Room	1	400	400	20 Seats
Triage/Sick Waiting Room	1	200	200	
Reception/Billing	1	100	100	Financial Screening
Offices	8	100	800	Finance/Manager/Exec Assistant/Case Management/LCSW/Health Education/Behavioral/Intepreter
Storage	7	80	560	Throughout Office Suite
Clinican Bullpen	1	400	400	6 Staff and a float
NP Office	3	100	300	
Optometry	1	200	200	
Exam	9	120	1080	
Xray Tech	1	40	40	
Radiology	1	360	360	
Volunteer	1	100	100	Volunteer provider
Virtual visit room	1	100	100	
Drug Test/Toilet	1	80	80	Pass Through. Plumbing controls
Lab	1	200	200	Separate eyewash station, draw chair, counter space, be able to designate clean from dirty, geri-chair for lab draws, full size ref, 2nd work station & computer
Vision Screen	1	80	80	
Med Supplies	1	180	180	
Med Room	1	120	120	
Department Net Square Feet	41	2960	5300	

Notes:

SEVHS - Dental	Total Number of Rooms	Required Net Area	Required Total Area	Remarks
Operatories	5	120	600	Sedation in one operatory
Staff Bullpen	1	300	300	Dentist/Dental Assistant/Hygientist
Prosthetics	1	100	100	Model trimmer, etc.
Lab	1	100	100	Dishwasher/Autoclave
Sterilization	1	80	80	Autoclave, ultrasonic cleaner, sink, eyewash, etc.
Xray	1	80	80	
Vacuum pump/Compressor	1	120	120	Nitrous done in room via portable cylinder.
Supplies	1	120	120	
Department Net Square Feet	12	1020	1500	

Notes: