



Quick recap

The meeting focused on Saint Luke's Foundation's initiative to establish a community-facing headquarters, including an overview of the project's two-phase RFQ & Design Competition process and community engagement efforts. The team discussed the Woodhill Choice Neighborhood Development project, taking shape across the street from the Foundation's headquarters site, which aims to create welcoming spaces and preserve neighborhood history while incorporating community feedback throughout the multi-year development process. The discussion concluded with details about the upcoming design charrette for Saint Luke's new headquarters, including timeline expectations and comparisons to other similar projects, while emphasizing the importance of maintaining sensitivity to the surrounding small-scale residential neighborhood.

Next steps

- Terry Schwarz will research and respond to everyone about when Ohio licensure would be required for firms not based in Ohio.
- Meeting summary will be shared directly with participants and post on the Saint Luke's Foundation website.
- Design teams to email RFQ responses to info@stlukesfdn.org by October 10, 2025 at 5pm, keeping files under 50MB and adhering to page limits.
- Three finalist teams to be present in Cleveland on **November 19, 2025 from 5-8pm** for a community event and design competition.
- Selected architect/team to negotiate a contract with Saint Luke's Foundation in January 2026 for the full commission.

Summary

Saint Luke's Community Headquarters Initiative

Tim Tramble, President and CEO of Saint Luke's Foundation, explained the initiative to establish a community-facing headquarters. The foundation aims to have a prominent, ground-floor office with easy community access, which is currently lacking.

Monique Williams shared community feedback on the proposed location at 110th and Woodland Avenue in Cleveland. She shared insights from a recent community barbecue



RFQ Information Session 9/24/25

where over 100 residents participated, highlighting key themes such as welcoming spaces, youth engagement, safety, accessibility, and reflection of neighborhood history. Terry emphasized the project's significance as a visible and catalytic development for the community, while Monique outlined plans for ongoing community involvement throughout the design process, including a website and opportunities for residents to provide feedback.

RFQ Process and Evaluation Criteria

Terry explained the two-phase process for the RFQ, emphasizing that Phase 1 focuses on understanding the firms' backgrounds and their interest in the project, with submissions evaluated by a community design team that has been appointed by the Saint Luke's Foundation. She highlighted key dates, including October 10th for submission and November 19th for the event in Cleveland, where the three finalists will present their concepts. Terry also discussed the \$6,000 stipend for Phase 2 and outlined the criteria for evaluation, which include community engagement experience, technical qualifications, team composition, and alignment with the Foundation's mission.

Project Licensing and Space Planning

A meeting participant asked about licensing requirements for firms working on the project. Terry will research and provide clarity on when Ohio licensure would be necessary.

Terry explained that the full team assembly, including contractors and structural engineers, would occur in a later phase. The current process remains conceptual. The group reviewed site plans and historical context, with Terry highlighting the Foundation's commitment to preserving neighborhood integrity during and after construction.

A meeting participant inquired about the distribution of space between offices for Saint Luke's Foundation staff and community areas. Terry noted that approximately 35% of the new headquarters building will be for foundation offices and 65% for community use, though specific details about community spaces have not been finalized.

Saint Luke's Headquarters Design Charrette

The meeting focused on the design charrette for Saint Luke's new headquarters, with Tim and Monique explaining that the current phase emphasizes site placement, community connections, and massing rather than specific interior details. They clarified that while Saint Luke's will remain actively involved in community engagement throughout the



RFQ Information Session 9/24/25

process, they will step back to allow the selected architectural team some freedom in engaging with the community.

The discussion also covered how the project will interface with the existing Buckeye Woodhill Transformation Plan, with Tim and Monique emphasizing their commitment to complementary development and support for the surrounding area, including existing and future residents.

Timing

Terry explained that an architect will be selected, and the project will move forward in early 2026, with construction expected by 2028. The first phase involves a conceptual design competition, with a \$6,000 stipend for three finalists selected through the RFQ process. The architect selected in January of 2026 will be for the entire commission.

Terry encouraged participants to reach out with questions before the RFQ submission deadline.