

 CLAYTON COUNTY Water AUTHORITY 1600 Battle Creek Road, Morrow, GA 30260	Space Utilization Study	
	ADDENDUM #1	
	DATE	August 1, 2025
	BID NUMBER	2025-EXE-15
	BID OPENING DATE	September 5, 2025 at 3:00 p.m.
ADDENDUM MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE TO THE RFP.		

RFP 2025-EXE-15 is hereby modified as follows. The following revisions of the referenced portions of the solicitation documents for the above-named project replace or supplement the previously issued document.

1. Division 1, Section 1 of the RFP has been revised and is attached hereto as Exhibit A.

2. Division 2, Section 1 of the RFP has been revised and is attached hereto as Exhibit B.

Where any original item, term, or requirement is not specifically amended, voided, or superseded by this addendum, it will remain in effect. This clarification is being provided to all known respondents.

<i>Acknowledgment of receipt of this addendum must be signed and included in your proposal response.</i>	
COMPANY NAME	
SIGNATURE	
DATE	

Exhibit A

2025-EXE-15 Space Utilization Study

See Separate Attachment

Section 1: Request for Proposals – Revised

Clayton County Water Authority
1600 Battle Creek Road
Morrow, Georgia 30260

Name of Project: **2025-EXE-15 Space Utilization Study**

The Clayton County Water Authority will open sealed proposals from vendors via a Virtual Teams Meeting on **September 5, 2025 at 3:00 p.m. (local time)** for the **Space Utilization Study**. Any proposals received after the specified time will not be considered.

A Mandatory Pre-Proposal Meeting and Site Visit will be held at the Clayton County Water Authority Headquarters, located at 1600 Battle Creek Road, Morrow, Georgia 30260 on **August 8, 2025 at 10:30 a.m. (local time)**. Proposals will only be accepted from Proponents who attend the Mandatory Pre-Proposal Meeting and Site Visit. Vendors must sign in no later than 10:30 a.m. Attendees may park in the Customer Service Parking Lot. **All late entries will not be able to sign in.**

To ensure adequate space and accommodations, please limit attendance to no more than two (2) representatives per firm.

Participating firms are strongly encouraged to pre-register for the site visit to assist with logistical planning and to ensure a smooth check-in process. Please submit the name, title, firm name, phone number, and email address of each planned attendee via the Bonfire message portal under this project listing. Firms are encouraged to complete pre-registration by close of business on Thursday, August 7, 2025.

Please use the following call-in instructions to attend the Proposal Opening meeting:

[Join the meeting now](#)

Meeting ID: 228 374 315 498 7

Passcode: mX9jg6f7

Dial in by phone

[+1 912-483-5368,,508970007#](#) United States, Savannah

[Find a local number](#)

Phone conference ID: 508 970 007#

CCWA encourages Small Local, Minority and Women-Owned business to participate and respond to this bid request.

In an effort to promote responsible environmental practices this bid package is available in electronic (Adobe PDF) format and can be requested by calling 770-960-5223, M-F, 8:00 am - 5:00 pm, or by e-mail to **ccwa_procurement@ccwa.us**. Bidders will need to provide contact information and an email address, and any file size transfer limits to ensure email transmittals can be made. A hardcopy bid package can also be requested at a cost of \$25.

Clayton County Water Authority
By: Marcia Jones, Purchasing Manager

Exhibit B

2025-EXE-15 Space Utilization Study

See Separate Attachment

Section 2: General Overview - Revised**2.1 Background**

The Clayton County Water Authority (CCWA) is undertaking a Space Utilization Study to assess the current use, functionality, and future needs of its Headquarters Campus, originally constructed in 1994 with an expansion completed in 2002. The Headquarters Building currently accommodates approximately 148 employees across seven departments, including Information Technology, Customer Accounts, Finance, Communications, Executive Management, Human Resources, Legal, and Program Management and Engineering. In addition to office spaces, the building features an all-purpose training room, three conference rooms, a Board of Directors Conference Room, and a Community Use Room (CUR), which has transitioned from public rental use to internal training and meeting space since the COVID-19 pandemic.

Department	Number of Employees	Headquarters Floor Location
Information Technology	22	1 st Floor
Customer Accounts	45	2 nd Floor
Finance	30	2 nd Floor
Communications	3	3 rd Floor
Executive Management	4	3 rd Floor
Human Resources	9	3 rd Floor
Legal	2	3 rd Floor
Program Management and Engineering	33	3 rd Floor

The Headquarters Campus also includes ~~three~~ **five** outer buildings housing employees from Distribution and Conveyance, **Warehouse**, Customer Accounts, and **Stormwater**. Due to space limitations, Distribution employees are divided between management, administrative, and crew operations across two floors of Building A, while Conveyance staff occupy both floors of Building C. **Warehouse** and Customer Accounts – Meter Services operations are located in Building B. **Stormwater staff occupy the first floor of both Stormwater Building A and Stormwater Building B.**

Department	Number of Employees	Building and Floor Location
Distribution – Management, Admin, Crew Leaders	21	1 st Floor, Building A
Distribution – Backflow, Repair Crews	39	2 nd Floor, Building A
Customer Accounts – Meter Services	24	1 st floor, Building B
Warehouse – Management, Operations	5	2 nd floor, Building B
Conveyance – Management	5	1 st Floor, Building C
Conveyance – Crew Leaders	11	2 nd Floor, Building C
Stormwater (SW) – Management, Admin, Field	8	1 st Floor, SW Building A
Stormwater (SW) – Management, Crew Leaders, Field	21	1 st Floor, SW Building B

2.2 Purpose

Clayton County Water Authority (CCWA) is seeking professional services of an experienced firm to conduct a space utilization study for the Headquarters Campus (1600 Battle Creek Road, Morrow, GA 30260) which encompasses a Headquarters Building and Buildings A, B and C which house Distribution and Conveyance, Warehouse, and Customer Accounts - Meter Services employees; and Stormwater Buildings A and B, which house Stormwater employees. There is one additional location that is not currently occupied but could be re-purposed to aid in meeting space needs. This location is the Forest Park Office (526 Forest Parkway, Suite A, Forest Park, GA 30297).

The space utilization study will evaluate how well existing space is meeting current needs and provide recommendations on how to increase utilization and optimize internal configurations that support current and anticipated space needs. This includes proper planning for safety and security access to various departments and a 24-hour Security Operations Center. CCWA has adopted a telecommuting policy (work from home). The evaluation should consider certain employees working 100% in office or with a hybrid schedule.