 CLAYTON COUNTY Water AUTHORITY 1600 Battle Creek Road, Morrow, GA 30260	Space Utilization Study	
	ADDENDUM #2	
	DATE	August 22, 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. CCWA has received questions pertaining to this RFP. The questions and their resulting answers are attached hereto.

2. The Pre-Proposal Meeting and Site Visit Sign-In Sheet are attached hereto as Exhibit A.

3. The CCWA base floorplans are 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Where any original item, term, or requirement is not specifically amended, voided, or superseded by this addendum, it will remain in effect.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	

ADDENDUM #2
2025-EXE-15 Space Utilization Study

QUESTIONS AND ANSWERS

Question #1: When was the last complete space utilization and occupancy study completed for CCWA?

Answer: September 2010

Question #2: Will existing base floorplans of all buildings be made available in adequate time for reviewing prior submission deadline?

Answer: Yes, existing base floorplans has been issued as part of this Addendum #2. Please note that the available building layout drawings reflect the original construction and do not capture subsequent modifications made by the General Services team. Updated drawings documenting changes to office configurations, such as wall additions or removals, are not available. Additionally, Building C floorplans are not available at this time.

Question #3: There was mention of short term and long term objectives, is CCWA looking for immediate or interim area fixes that need to be addressed first? What areas are priority?

Answer: CCWA acknowledges that construction may be necessary to optimize space. Interim measures to maximize space could be implemented until construction occurs. Priority areas include shared office spaces in HQ for Finance, Procurement, Engineering, and Legal. Also, prioritized are shared field offices: Building A Top Floor – Locator Office, Building A Bottom Floor – Crew Leader and Backflow Offices, Building B Bottom Floor – Meter Group, and Building C –Field Crew Office.

Question #4: It was also mentioned that some divisions have made their own modification, reorganizations and additions. Are there any areas that are presently planning space modifications?

Answer: There are current plans to convert the Finance Conference room on the second floor into the CFO's office. Additionally, a small closet within an office is being considered for conversion into another Finance office. The Procurement department, also located on the second floor, requires an additional office for a new position. On the top floor of Building B, specifically in the Billing Area, one room has been cleared and will be designated as a Conference Room.

Question #5: In the training rooms...specifically in the simulation room there was 'One' simulator...is this due to space constraints or will there be a need for a expansion?

Answer: The Distribution and Conveyance Department currently has one simulator, and there are no plans to add more simulators at this time.

Question #6: Are the parameters of space to be redefined within the existing buildings or will CCWA consider building expansion or new building construction?

Answer: CCWA aims to optimize space within current buildings but is open to expanding, constructing new buildings, or purchasing property.

Question #7: What is the square footage for each of the buildings in scope, including the Forest Park Office?

Answer: Below are estimates of the square footage for each of the buildings:

- Headquarters (37,775 SF total)
- Building A (10,960 SF total) (7,760 SF upstairs) (3,200 SF downstairs)
- Building B (10,600 SF total) (7,720 SF upstairs) (2,880 SF downstairs)
- Building C (10,561 SF total) (2,242 SF upstairs) (8,319 SF downstairs)
- Stormwater Admin Building - Unknown
- Stormwater Maintenance Building (4,403 SF total) (915 SF upstairs) (3,488 SF downstairs)
- Forest Park Office (1,056 SF total)

Question #8: Are floor plans with furniture available for all buildings, including the Forest Park Office? If so, how accurate are these drawings?

Answer: Unfortunately, floor plans with furniture are not available for any of the buildings.

Question #9: How many stakeholder interviews are anticipated?

Answer: Section 2.11 of the RFP indicates “The proposal should include up to 3 (three) meetings which may consist of a Kick-Off Meeting, a design charette with stakeholders to discuss interior layout options, and a final meeting of deliverables.”

Question #10: Will CCWA share the list of firms that attended the pre-proposal meeting?

Answer: The Pre-Proposal Meeting and Site Visit Sign-In Sheet has been provided as part of Addendum #2.

Question #11: The RFP does not reference services to conduct a Facility Condition Assessment (FCA) for each building. Please confirm if an FCA has been completed for each facility and/or if the County intends to procure these services under a separate contract. If existing FCA reports are available, please confirm that the awarded team will have access to them. We recommend FCAs be provided for each building to support more accurate cost estimating for the County's planning purposes

Answer: Facility Condition Assessments have not been conducted. Currently, CCWA does not have plans to procure services for Facility Condition Assessments.

Question #12: Please confirm whether the County has existing drawings for each building and, if so, identify the file format(s) in which these drawings are available.

Answer: The following drawings and their respective file formats are listed below:

- **Headquarters (DWG and PDF)**
- **Building A (DWG and PDF)**
- **Building B (DWG and PDF)**
- **Building C (DWG)**
- **Stormwater Admin Building (PDF)**
- **Stormwater Maintenance Building (PDF)**
- **Forest Park Office (DWG and PDF)**

Question #13: The RFP does not include facility condition assessments. Please indicate whether the County has documented deficiencies for major building components such as building envelopes, HVAC systems, etc. During the site visit, it was noted that there are known fire safety, accessibility, HVAC, and environmental controls code issues—please confirm the extent of this documentation.

Answer: CCWA has records on major building components. Records consist of Fire Marshall inspections, HVAC and Elevator maintenance reports.

Question #14: During the site visit, sound control concerns were identified for several spaces. While the space utilization study may address adjacency improvements and recommend acoustical measures, the RFP does not specifically require an acoustic study. Please confirm that this service is not required at this phase. We recommend considering an acoustic study during the subsequent design phase if needed.

Answer: An acoustic study is not required for this scope of work.

Question #15: Section 2.4.3 references an optional service to evaluate opportunities for land acquisition and/or purchase of existing buildings. Please confirm whether an allowance should be included for this optional service.

Answer: No additional allowances/line items will be added. However, pricing for this optional service will be accounted for under the required billing rate schedule.

Question #16: The RFP references crime prevention through building principles. Given that this study focuses primarily on interior space allocation, please confirm whether Crime Prevention Through Environmental Design (CPTED) services are required. CPTED principles typically address exterior conditions such as parking lot lighting, security cameras, and site visibility.

Answer: Crime Prevention Through Environmental Design services are not required. However, the Authority values thoughtful security considerations within the interior space, particularly for sensitive areas such as executive offices, legal, and human resources.

Question #17: Please confirm whether a copy of the April 2022 Organization and Staffing Assessment Report will be provided as part of the existing documentation to be reviewed under Section 2.4.1 of the Scope of Work?

Answer: The April 2022 Organization and Staffing Assessment Report will be made available to the awarded vendor.

Question #18: If a firm is awarded a feasibility study or preliminary design contract, can that same firm still be eligible to pursue the subsequent design development and construction documentation phases of the project?

Answer: A firm awarded this Space Utilization Study may be eligible to pursue subsequent phases, including design development and construction phases, provided they meet the requirements of any future solicitation.

Future solicitations for construction-related phases will have separate criteria, and eligibility will be based on the qualifications and experience detailed in a future sourcing event.

Question #19: Does the use of SLBE subcontractors count toward the 10-point evaluation criteria?

Answer: The Prime Contractor may be awarded up to 10 maximum points contingent upon meeting the SLBE-Preference Points criteria outlined in Division 2: Section 8 of the RFP. If SLBE-Preference Points are awarded based on meeting the specified criteria, these points will be applied to the total preliminary evaluation score (Items 1-5 in the Proposal Evaluation Criteria).

Question #20: The Forest Park Office (located at 526 Forest Parkway, Suite A, Forest Park, GA 30297) is identified as an additional location that is currently unoccupied but could be re-purposed to help meet space needs. Please confirm whether the County will provide existing drawings for this building and, if so, identify the file format(s) in which these drawings are available.

Answer: Refer to Questions 7 and 12.

EXHIBIT A
Space Utilization Study
Pre-Proposal Meeting and Site Visit Sign-In Sheet

Mandatory Pre-Proposal Meeting and Site Visit
August 8, 2025 at 10:30 a.m.

Department: Executive

Proposal Title: 2025-EXE-15 Space Utilization Study

Proposal Date and Time: September 5, 2025 at 3:00 p.m.

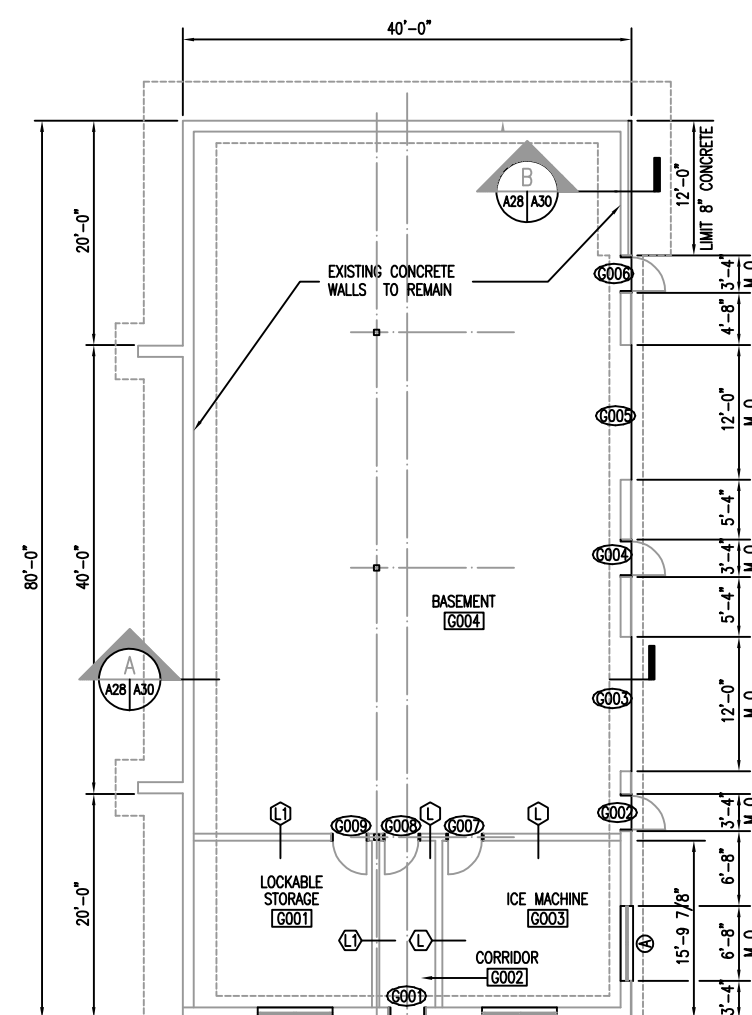
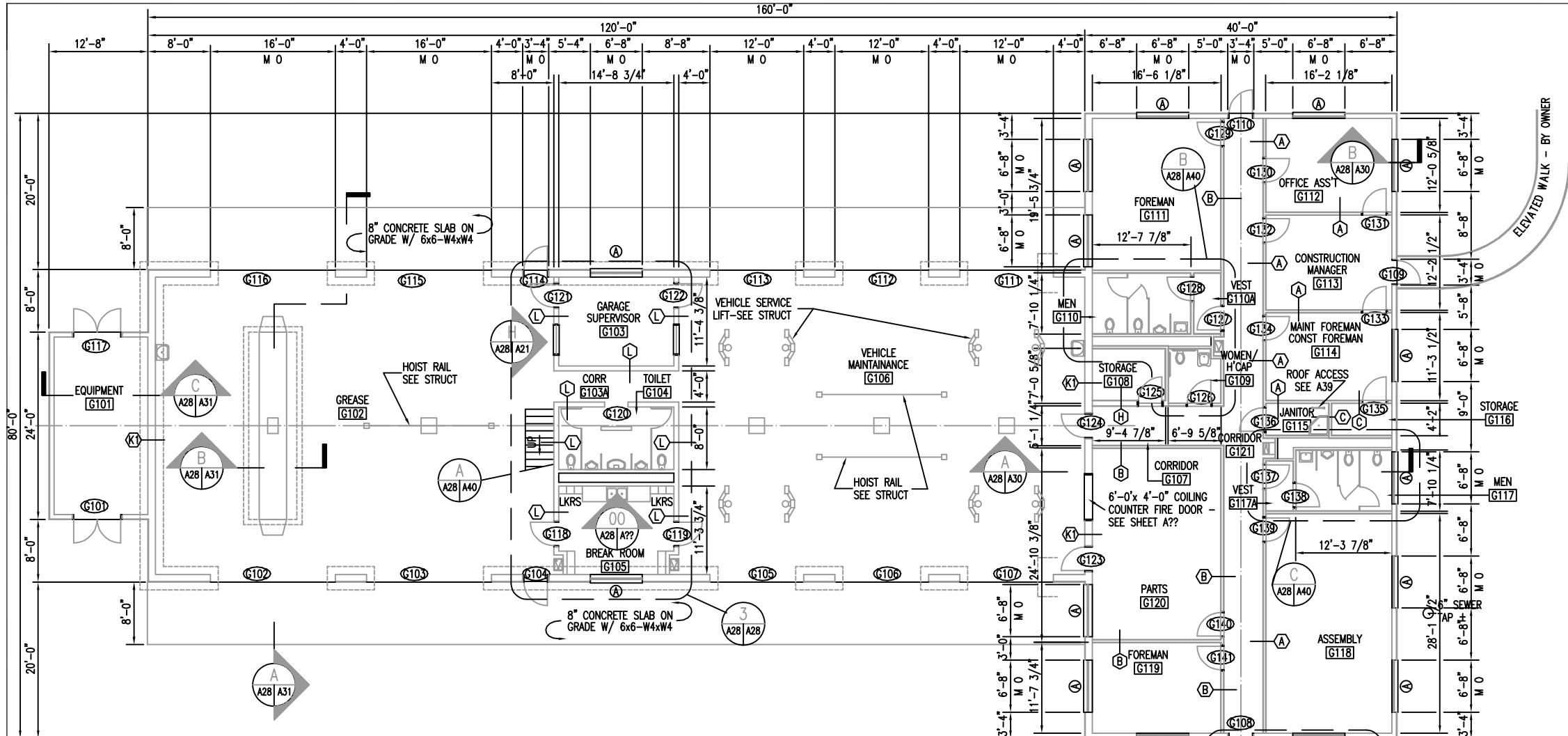
COMPANY NAME	REPRESENTATIVE NAME	PHONE NUMBER	EMAIL ADDRESS
TOLAND MIZELL MOLNAR	WILL ZINNERMAN	404-446-5844 404-214-9774	WZINNERMAN@TOLAND-MIZELL-MOLNAR.COM
CPL	KEITH SOLOMON	404.867.2594	KSOLOMON@CPLTEAM.COM
CTQ	Trina Shealey	2489804765	TJSHEALEY@gmail.com
CTQ	Zoe Shealey	4706534541	ZOE@CTQGROUP.COM
Stratus	Jason Garza	214 675 2356	Jason.Garza@stratus.team.com
IAI Interior Architects	Beth Freeman	770.927.3080	b.freeman@interiorarchitects.com
WENDEL	MIKE WORDEN	678.852.5698	mworden@WENDELCOMPANIES.COM
People to People Resources	Sandra Johnson	470.773.1282	Johnson@adminpeopletopeople.org

COMPANY NAME	REPRESENTATIVE NAME	PHONE NUMBER	EMAIL ADDRESS
JLL	Liz Richards	205-305-0349	liz.richards@jll.com liz.richards@jll.com
SizeMore Group	Wyatt Proudfoot	678-938-1728	WyattP@size-more-group.com
HARRIS + SMITH	WILLIE SMITH	404.663.8127	WSMITH@HARRIS-SMITH.COM
XXXXXXXXXX	/		
Axias	Jonathan Baily	615-299-6385	JBaily@Axiasinc.com
NEO PARTNERS	MAUKA BILLINGS	651-338-3913	MAUKA@NEOPARTNERS.COM
JLL	Rachel Martin	678-409-4073	rachel.martin@jll.com
Spellman Consulting Group Nad29 collaborative	KYM E BRYANT	678-427-4785	KBRYANT@Nad29.com
latrice chaney			Chaneymediation@gmail.com

[illegible]

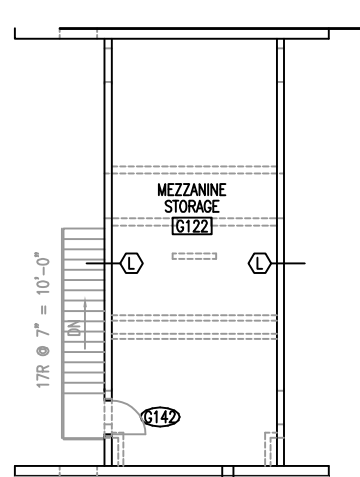
EXHIBIT B
Space Utilization Study
CCWA Base Floorplans

Building A
See Separate Attachment

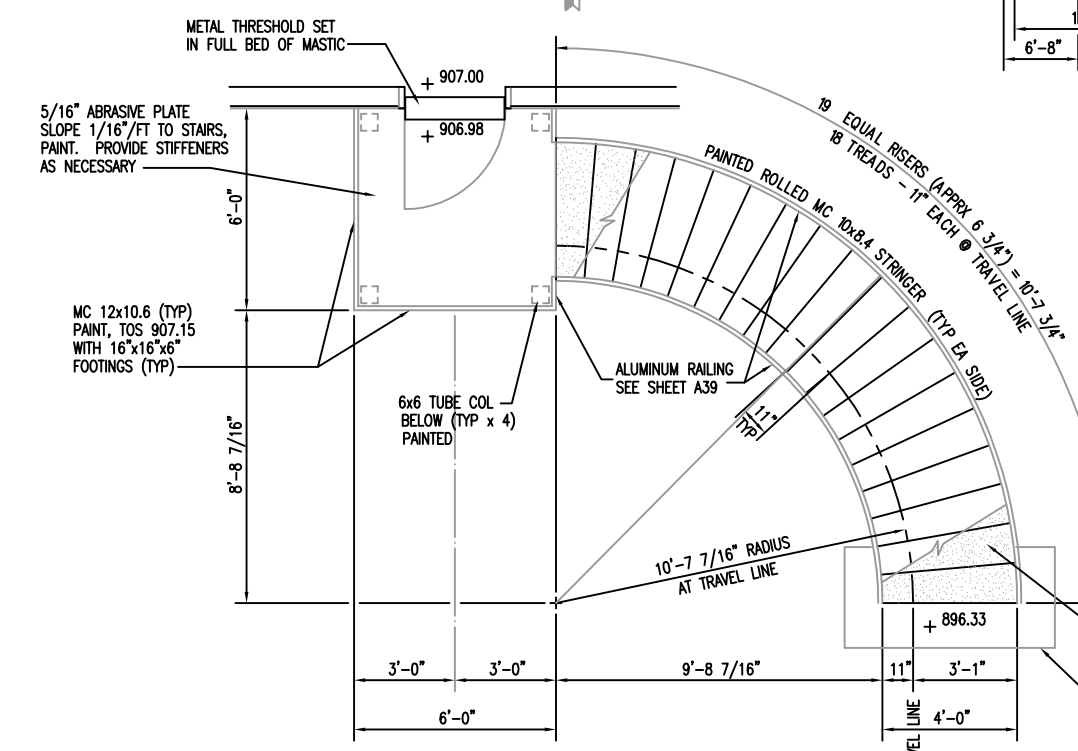


PLAN
FF EL 907.00
1/8" = 1'-0"

PLAN
FF EL 896.33
1/8" = 1'-0"

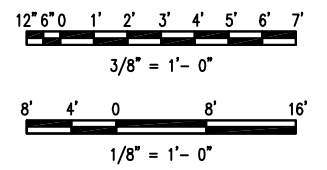


PARTIAL PLAN
FF EL 917.00
1/8" = 1'-0"



- STAIR NOTES
1. GRIND ALL WELDS SMOOTH AND FLUSH.
 2. PAINT ALL STEEL.
 3. PROVIDE BITUMINOUS COATING BETWEEN ALUMINUM HANDRAILS AND STEEL STRINGERS.

METAL STAIR PLAN
3/8" = 1'-0"

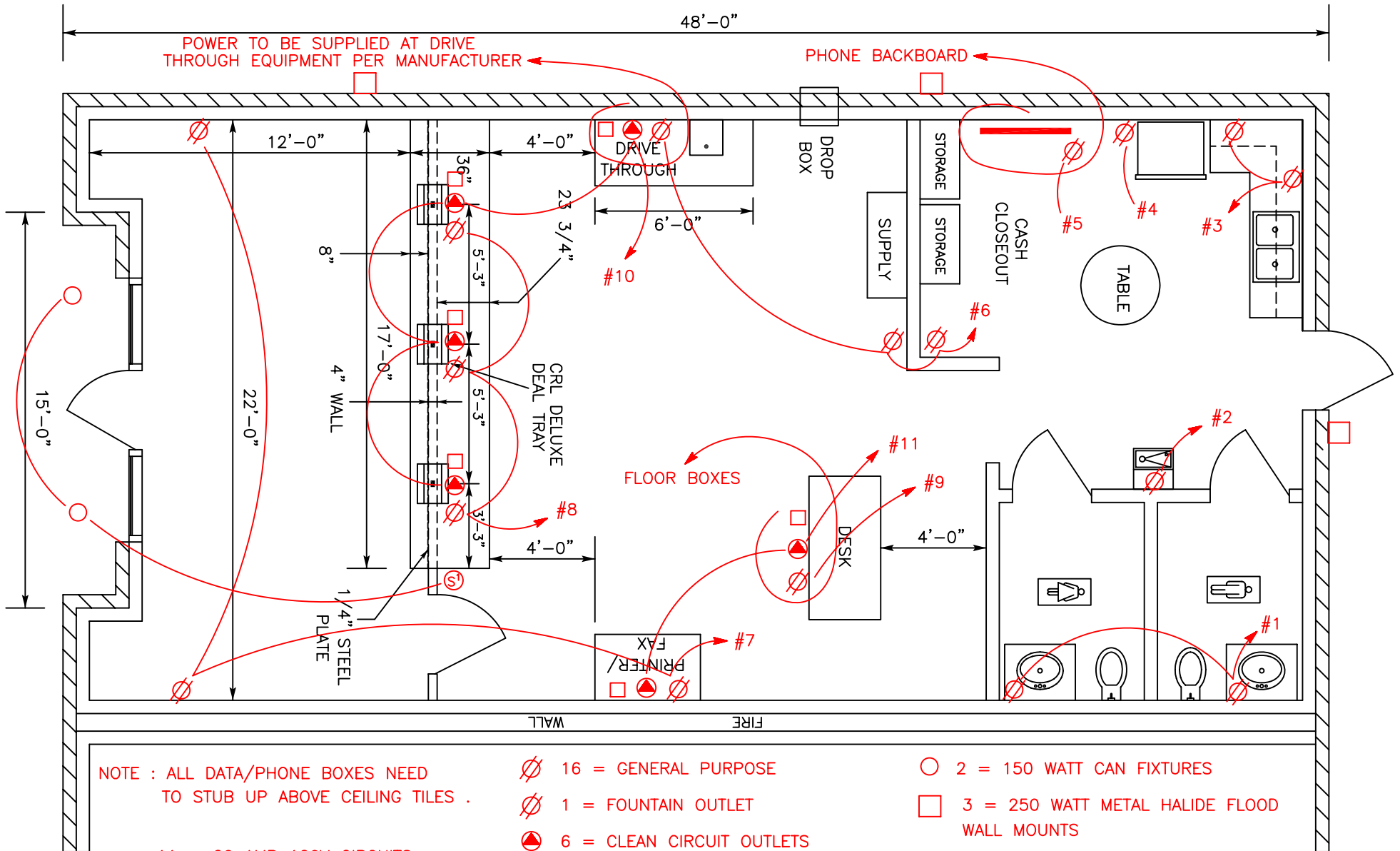


0	10/1/93	RBS	ISSUE FOR BIDS
SYMBOL	DATE	BY	REVISION
Robert and Company Architects, Engineers, Planners 96 Poplar Street, N.W. Atlanta, Georgia 30335-6001 404 577-4000 FAX: 404 577-7119			
CLIENT	CLAYTON COUNTY WATER AUTHORITY		
DATE	OCTOBER 1, 1993		
SCALE	AS SHOWN		
PROJECT	CLAYTON COUNTY WATER AUTHORITY ADMINISTRATION COMPLEX		
DESIGNED	DRAWN	CHECKED	
PROJECT NO.	92003-00		
DRAWING TITLE	GARAGE FLOOR PLANS		
DRAWING NO.	A28		
SHEET	OF		

Building B
See Separate Attachment

Forest Park Office
See Separate Attachment

SCALE: 1/4" = 1'-0"



NOTE : ALL DATA/PHONE BOXES NEED TO STUB UP ABOVE CEILING TILES .

11 = 20 AMP 120V CIRCUITS

Ø 16 = GENERAL PURPOSE

Ø 1 = FOUNTAIN OUTLET

● 6 = CLEAN CIRCUIT OUTLETS

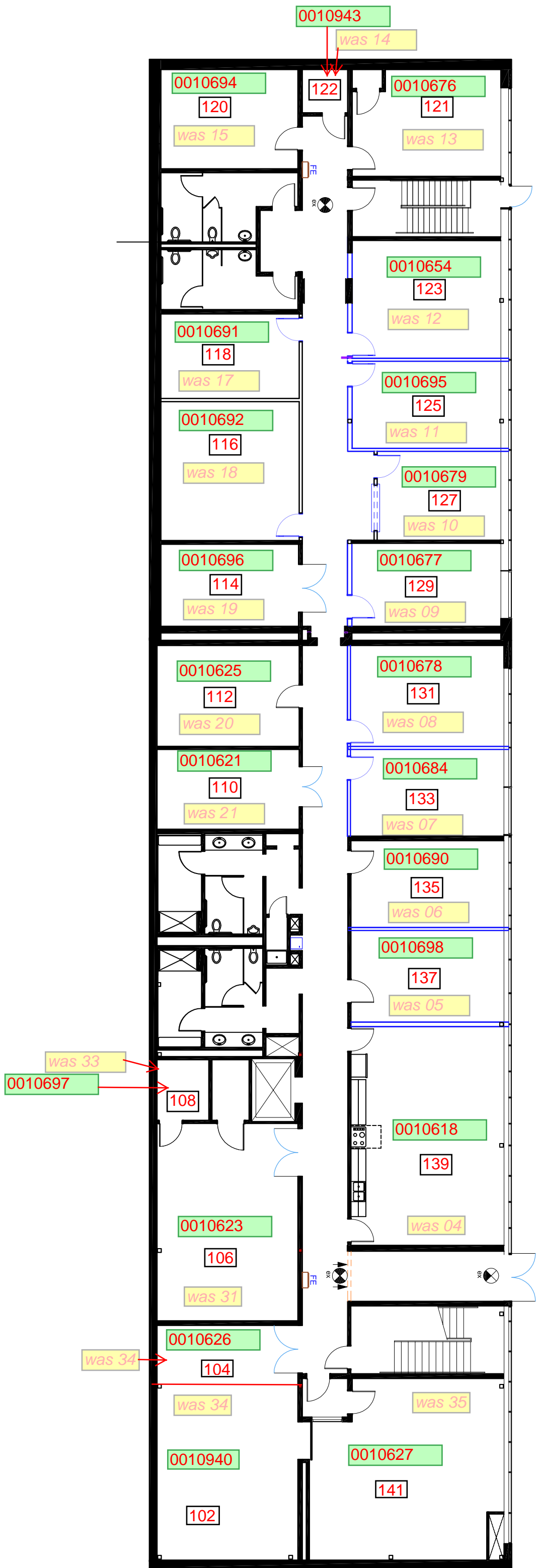
□ 6 = DATA/PHONE BOXES

○ 2 = 150 WATT CAN FIXTURES

□ 3 = 250 WATT METAL HALIDE FLOOD WALL MOUNTS

Ⓢ SINGLE POLE SWITCH

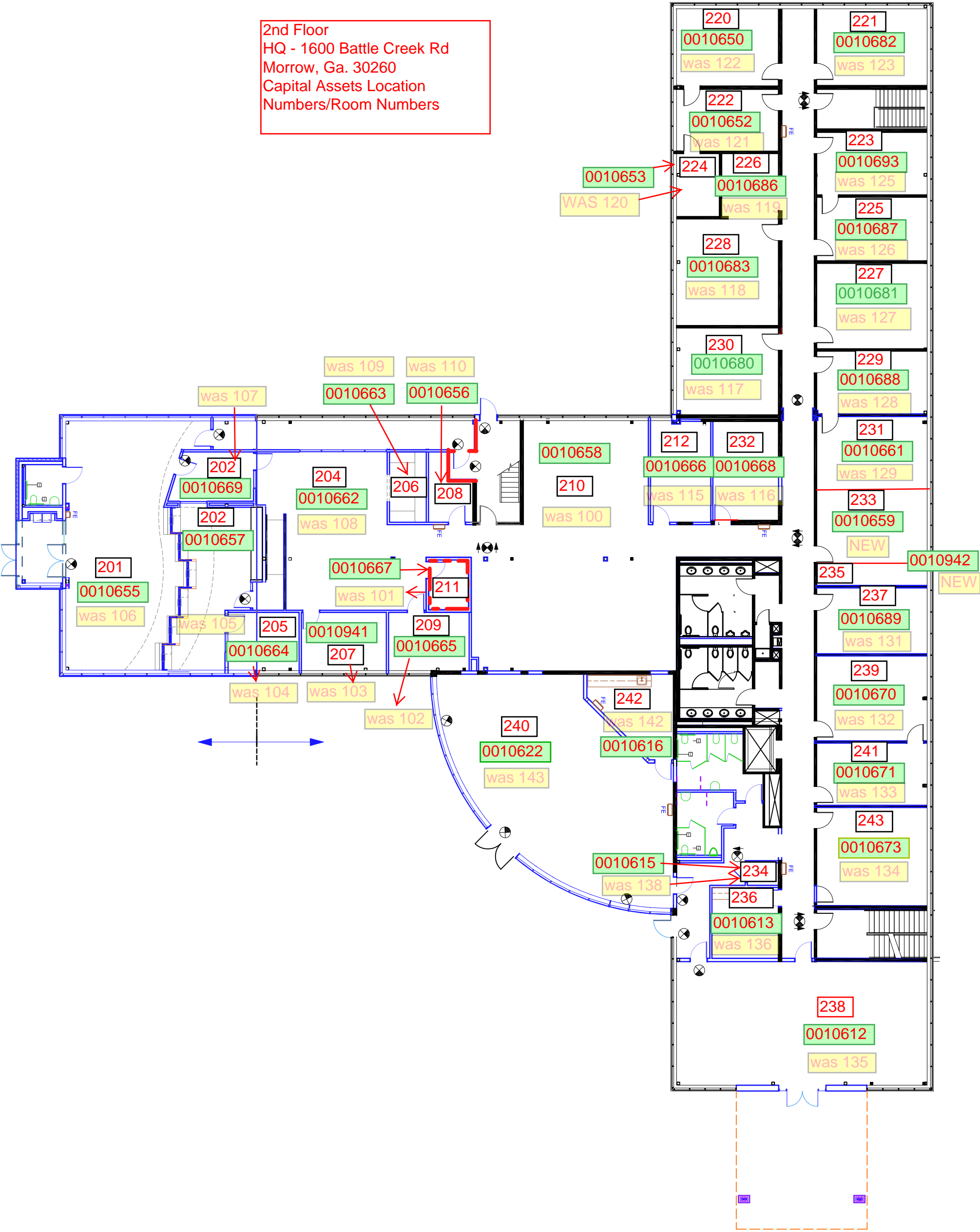
Headquarters Building Floor 1
See Separate Attachment



1st Floor
HQ - 1600 Battle Creek Rd
Morrow, Ga. 30260
Capital Assets Location
Numbers/Room Numbers

Headquarters Building Floor 2
See Separate Attachment

2nd Floor
HQ - 1600 Battle Creek Rd
Morrow, Ga. 30260
Capital Assets Location
Numbers/Room Numbers



Headquarters Building Floor 3
See Separate Attachment

3rd Floor
HQ - 1600 Battle Creek Rd
Morrow, Ga. 30260
Capital Assets Location
Numbers/Room Numbers

