CHATHAM AREA TRANSIT AUTHORITY RFP 2021-03, ADDENDUM NO. 3

DATE: November 16, 2020
ORIGINAL RFP NUMBER: 2021-03
PROJECT: INTERIOR REMODELING

This Addendum forms a part of the Request for Proposals 2021-03 dated, October 2, 2020.

1.0 PURPOSE OF THIS ADDENDUM

Chatham Area Transit Authority, ("CAT") is issuing this Addendum to the Request for Qualifications and Proposals named-above (the “RFQP”) to:

1. State overall project goals and flexibilities;
2. Provide original plan/drawings of the space at CAT Central;
3. Provide a list of needed employee workspaces; and
4. Allow for the submission of questions after the initial walk-through.

2.0 PROJECT GOALS AND FLEXIBILITIES

CAT’s overall goal for this project is to provide adequate workspaces for its current staff levels. CAT seeks to provide individual offices for its Chiefs and Managers and cubicle-type workspaces for its Specialists. The offices for the Chiefs should be similarly sized in comparison with each other. The offices for the Managers should be similarly sized in comparison with each other but can be smaller in comparison to the offices for the Chiefs.

CAT is divided into six (6) functional divisions and each functional division would ideally share the same space. CAT is open to the placement of each functional work area within the confines of CAT central. CAT currently utilizes a modular wall system and, to save costs, would like to reuse as much existing material as possible. However, CAT does not require modular wall systems for additional material or reconfiguration.

Proposers should treat the requirement for “drawings” as described in Phase Two of the Attachment A as a requirement for conceptual sketches not architectural blue-print type drawings. The price proposal, however, should be the cost for a “turn-key” remodel and should incorporate the cost for any required technical drawings.

3.0 ORIGINAL PLAN/DRAWINGS

Original drawings/plans are provided as Attachment A for Proposers’ reference.
4.0 EMPLOYEE WORKSPACE NEEDS

A chart of CAT’s current functional divisions and workspace needs is provided as Attachment B. An overall summary of needed workspace is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Admin</th>
<th>Strategy</th>
<th>Communications &amp; Marketing</th>
<th>Safety</th>
<th>Finance</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Sized Office Space</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Manager Sized Office Space</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Specialist with Office Space</td>
<td>2 (HR)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Specialist Sized Work Area</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

5.0 SUBMISSION OF QUESTIONS

Please submit any questions in writing by noon on Friday, November 20, 2020 to the following:

Victor Colon, Procurement Manager  
Chatham Area Transit Authority  
900 E. Gwinnett St.  
Savannah, GA 31401  
victor.colon@catchacat.org

END OF ADDENDUM NO. 3
Attachment A
Attachment B
CHIEF EXECUTIVE OFFICER

CHIEF ADMINISTRATIVE OFFICER
Requirements
1. Conference Room for the department
2. Space for a small shareable printer
3. Room for HR, Procurement and Compliance Filing (Separated)
4. Benefits specialist and HR Generalist must have small office

CHIEF OPERATIONS OFFICER

CHIEF SAFETY OFFICER
Requirements
1. Need Filing Space

CHIEF COMMUNICATION OFFICER

CHIEF STRATEGY OFFICER
Requirements
1. Need Filing Space
2. Small shareable Printer space

CHIEF FINANCE OFFICER

Specialist
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