

ATTACHMENT A

Proposed Master Schedule

Phase	Division / Team	Pre-Location		Post-Location		Staff	Furn.?	Days
		Building	Suite	Building	Suite			
Pre Move*	All	N/A	N/A	2 George	2600*	N/A	N/A	8
1A	Call Center	2 George	2700	2 George	1200	6	Yes	2
1B	Housing & Comm. Dev. (Partial)	75 Calhoun	3200	2 George	2700	4-6	Yes	3
1C	Procurement (Partial)	75 Calhoun	3500	2 George	3600	2-4	No	3
2A	Process Improvement	2 George	2600	200 Meeting	301	3	No	16
2A	Grants	2 George	2600 & 3600	200 Meeting	301	3	No	16
2A	Internal Audit	2 George	3600	200 Meeting	301	1	No	16
2A	Liv. & Tourism	75 Calhoun	3400	200 Meeting	301	26	Yes	16
2A	Cultural Affairs	75 Calhoun	3800	200 Meeting	301	8	Yes	16
2A	Neighborhood Services	75 Calhoun	3700	200 Meeting	301	9	Yes	16
2A	Human Resources	75 Calhoun	3800	200 Meeting	305/307	19	Yes	16
2B	Civic Design	85 Calhoun	1st & 2nd Floor	108 Meeting	N/A	2	Yes	6
2B	Special Projects	2 George	3600	108 Meeting	N/A	1	Yes	6
2B	Special Projects	75 Calhoun	3200	108 Meeting	N/A	1	No	6
2B	Special Projects	50 Broad	N/A	108 Meeting	N/A	3	No	6
3A	Housing & Comm. Dev. (Remaining)	75 Calhoun	3200	2 George	2600 & 2700	5-7	Some	10
3A	Procurement (Remaining)	75 Calhoun	3500	2 George	3600	1-3	No	10
3B	Real Estate	2 George	2600	2 George	3600	4	No	10
3C	Surplus Furniture	75 Calhoun	All	85 Calhoun	N/A	N/A	N/A	10

**During the “Pre-Move” phase, packing materials will be delivered to Real Estate Management at 2 George, Suite 2600, which will serve as a central distribution of materials to the Transition Team. During this time, Contractor may also begin disassembling office furniture at 75 Calhoun that is not in use in preparation for later relocation.*

MAY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13*	14 (PM)	15 (PM)	16 (PM)	17 (PM)
18 (PM)	19 (PM)	20 (PM)	21 (PM)	22 (PM)	23 (PM)	24 (PM)
25 (PM)	26 (1A)	27 (1A & 1B)	28 (1B & 1C)	29 (1B & 1C)	30 (1C)	31 (2A)

**May 13, 2025 is anticipated Contract award date.*

JUNE 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 (2A)	2 (2A)	3 (2A)	4 (2A)	5 (2A)	6 (2A)	7 (2A)
8 (2A)	9 (2A)	10 (2A)	11 (2A)	12 (2A)	13 (2A)	14 (2A)
15 (2B)	16 (2B)	17 (2B)	18 (2B)	19 (2B)	20 (2B)	21 (3A, 3B, & 3C)
22 (3A, 3B, & 3C)	23 (3A, 3B, & 3C)	24 (3A, 3B, & 3C)	25 (3A, 3B, & 3C)	26 (3A, 3B, & 3C)	27 (3A, 3B, & 3C)	28 (3A, 3B, & 3C)
29 (3A, 3B, & 3C)	30 (3A, 3B, & 3C)					

ATTACHMENT B

Transition Team

Division / Team	Transition Team Member	Contact Number	Contact Email
Call Center	Brian Sheehan	(843) 724-3745	sheehanb@charleston-sc.gov
Housing & Community Development	Geona Johnson	(843) 724-3768	johnsong@charleston-sc.gov
Procurement	Gary Cooper	(843) 724-7316	cooperq@charleston-sc.gov
Civic Design & Special Projects	Caroline Bond*	(843) 955-4872	bondc@charleston-sc.gov
Process Improvement	Susan Poteat	(843) 577-1381	poteats@charleston-sc.gov
Grants	Cherrie-Ann Caton	(843) 965-4055	catonc@charleston-sc.gov
Internal Audit	Crystal Carter	(843) 579-6009	carterc@charleston-sc.gov
Liv. & Tourism	Amy Southerland	(843) 720-3876	southerlanda@charleston-sc.gov
Cultural Affairs	Scott Watson	(843) 720-3885	watsons@charelston-sc.gov
Neighborhood Services	Mindy Sturm	(843) 577-0215	sturmm@charleston-sc.gov
Human Resources	Heather Pope	(843) 965-4100	popeh@charleston-sc.gov
Real Estate	Malena Dinwoodie	(843) 724-7154	dinwoodiem@charleston-sc.gov

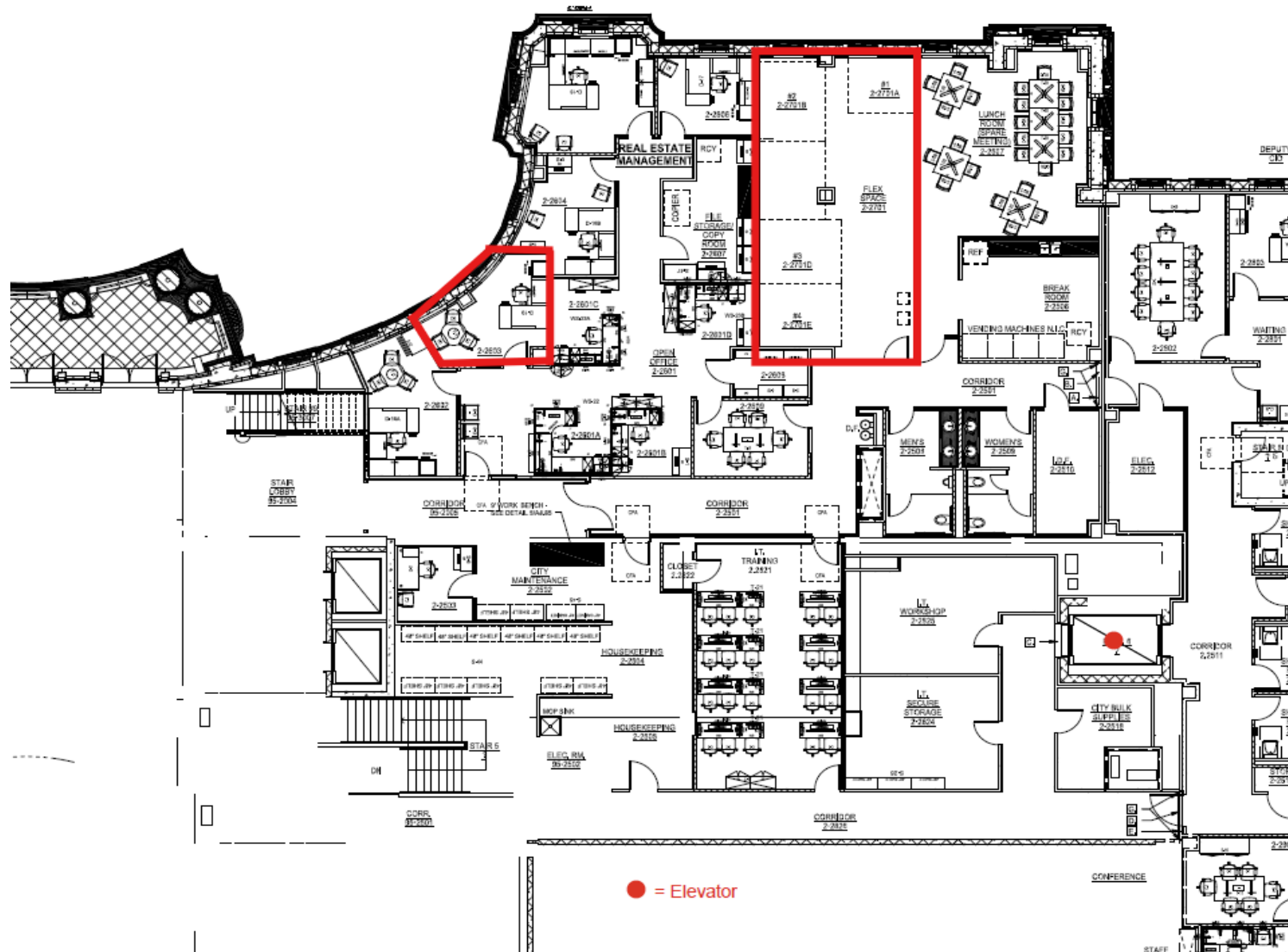
****City Project Manager***

ATTACHMENT C

Floor Plans

Phase 1A Pre-Locations – Call Center Relocation

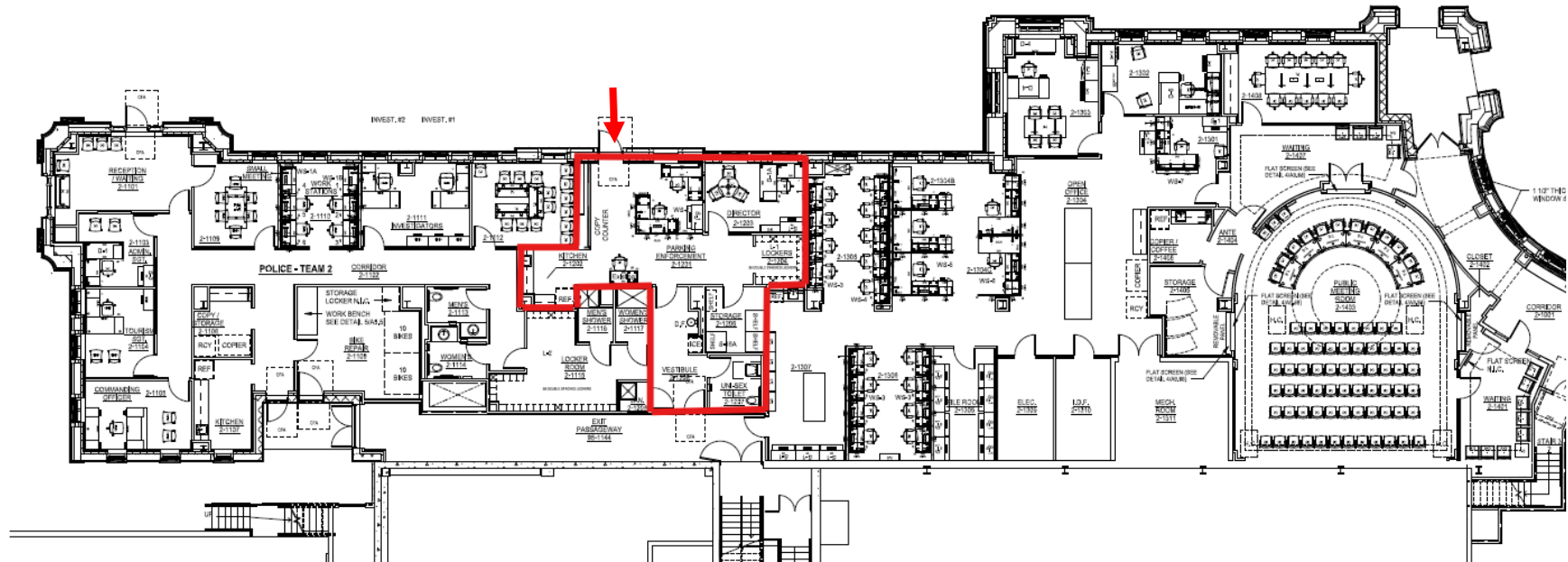
2 George, 2nd Floor, Suite 2700 & Suite 2600, Office 2603



Phase 1A Post-Location – Call Center Relocation

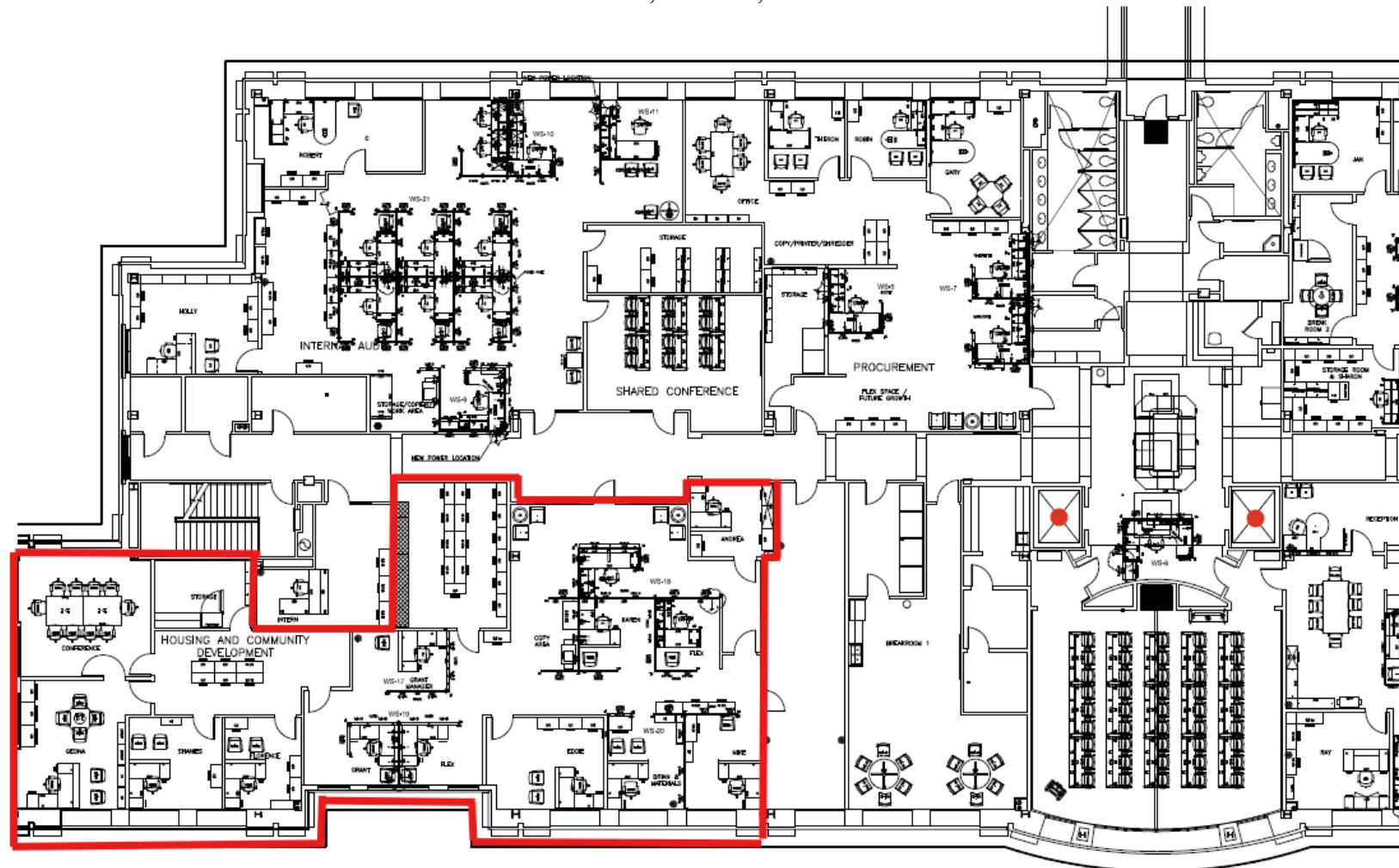
2 George, 1st Floor, Suite 1200

George St. R/W



Access from George Street R/W

75 Calhoun, 3rd Floor, Suite 3200



Calhoun Street R/W

● = Elevator

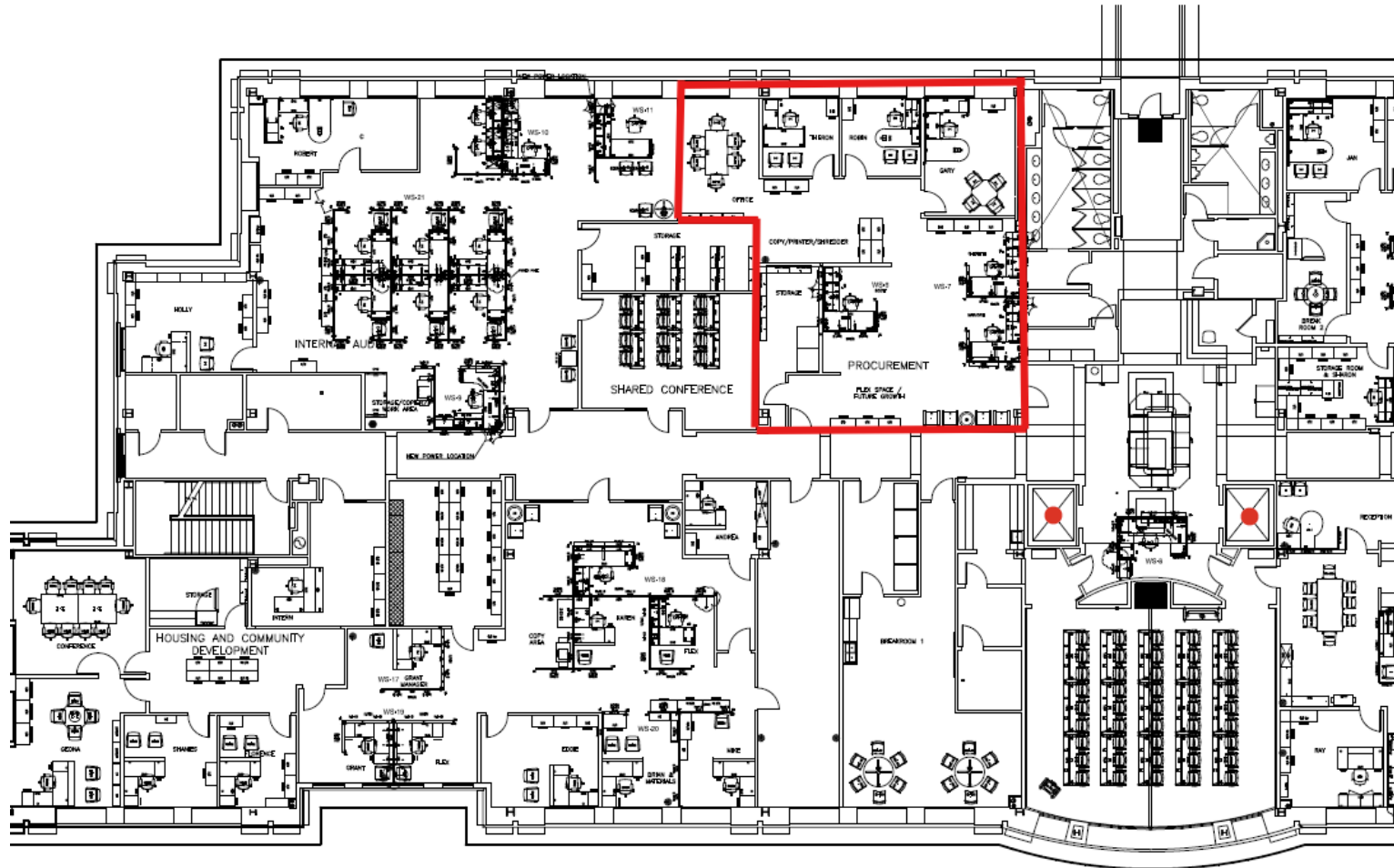
This is a detailed floor plan of the second floor of the City of Chicago Police Department. The plan shows a complex arrangement of rooms and corridors. Key areas include:

- Top Section:** REAL ESTATE MANAGEMENT, LUNCH ROOM SPARK MEETING, BREAK ROOM, VENDING MACHINES, WAITING, and DEPUTY.
- Middle Section:** CORRIDOR, MEN'S, WOMEN'S, L2, and ELEC.
- Bottom Section:** CITY MAINTENANCE, HOUSEKEEPING, CITY BULK SUPPLY, and CONFERENCE.
- Central Area:** A large area with various rooms, including a large room with a red outline, and a central corridor.
- Left Side:** STAIR, CORRIDOR, and various smaller rooms.
- Right Side:** CORRIDOR, STAFF, and various smaller rooms.

A red dot is located in the central area, near the bottom right, indicating the location of an elevator. A legend at the bottom center states: **● = Elevator**.

Phase 1C Pre-Location – Partial Procurement Relocation

75 Calhoun, 3rd Floor, Suite 3500

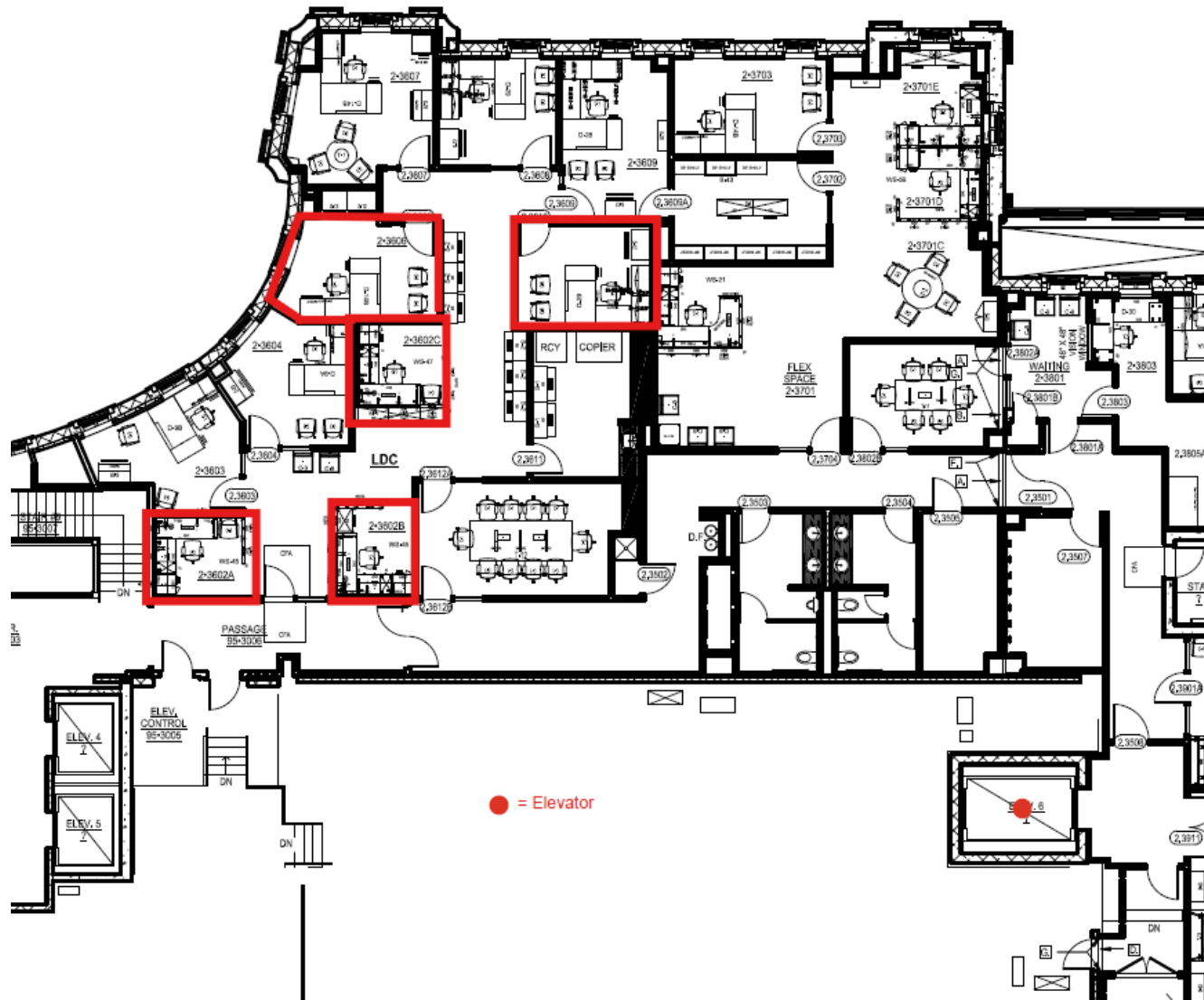


Calhoun Street R/W

● = Elevator

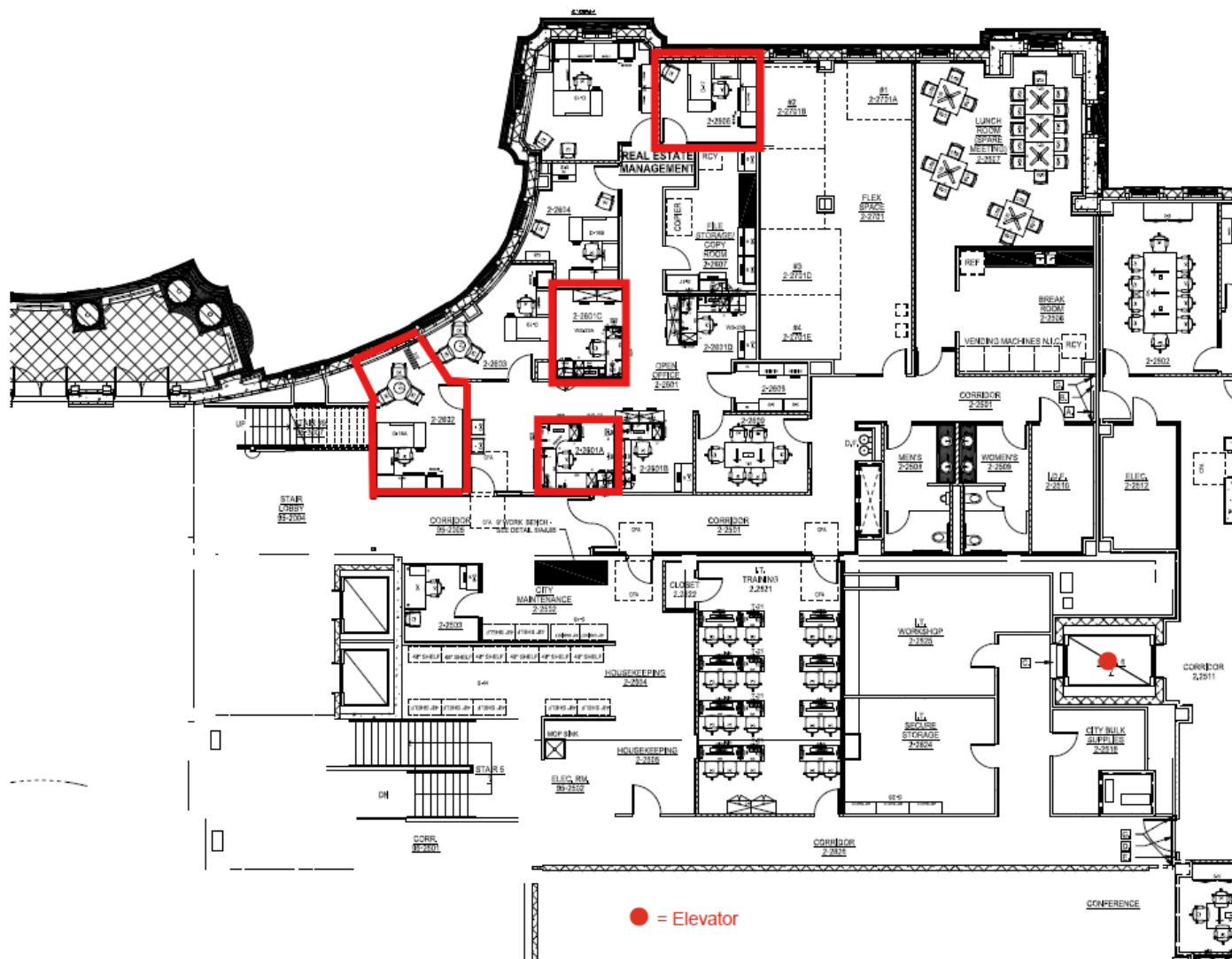
Phase 1C Post-Location – Partial Procurement Relocation

2 George, 3rd Floor, Suite 3600



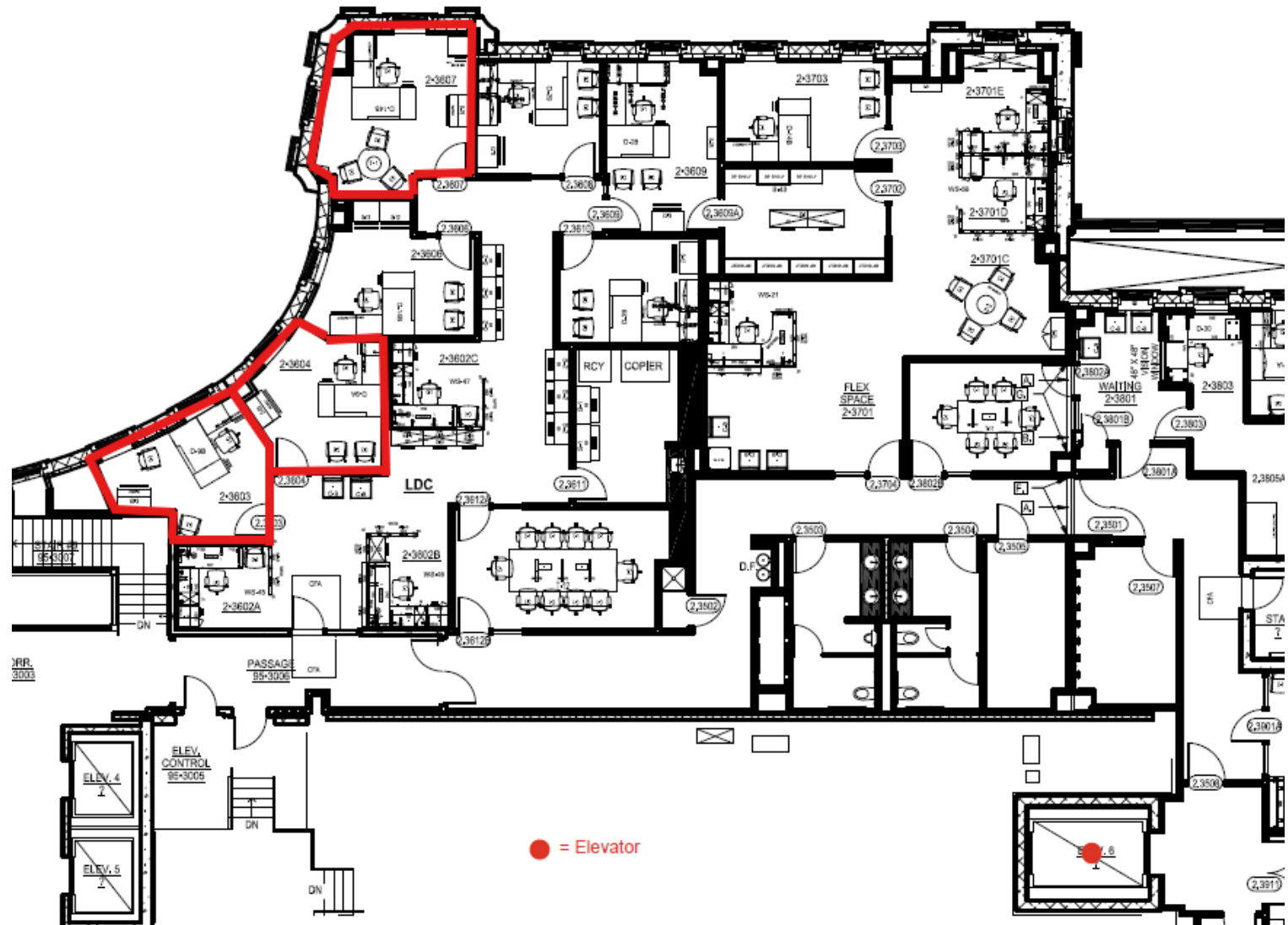
Phase 2A Pre-Locations – BFRC Divisions (Process Improvement & Grants)

2 George, 2nd Floor, Suite 2600



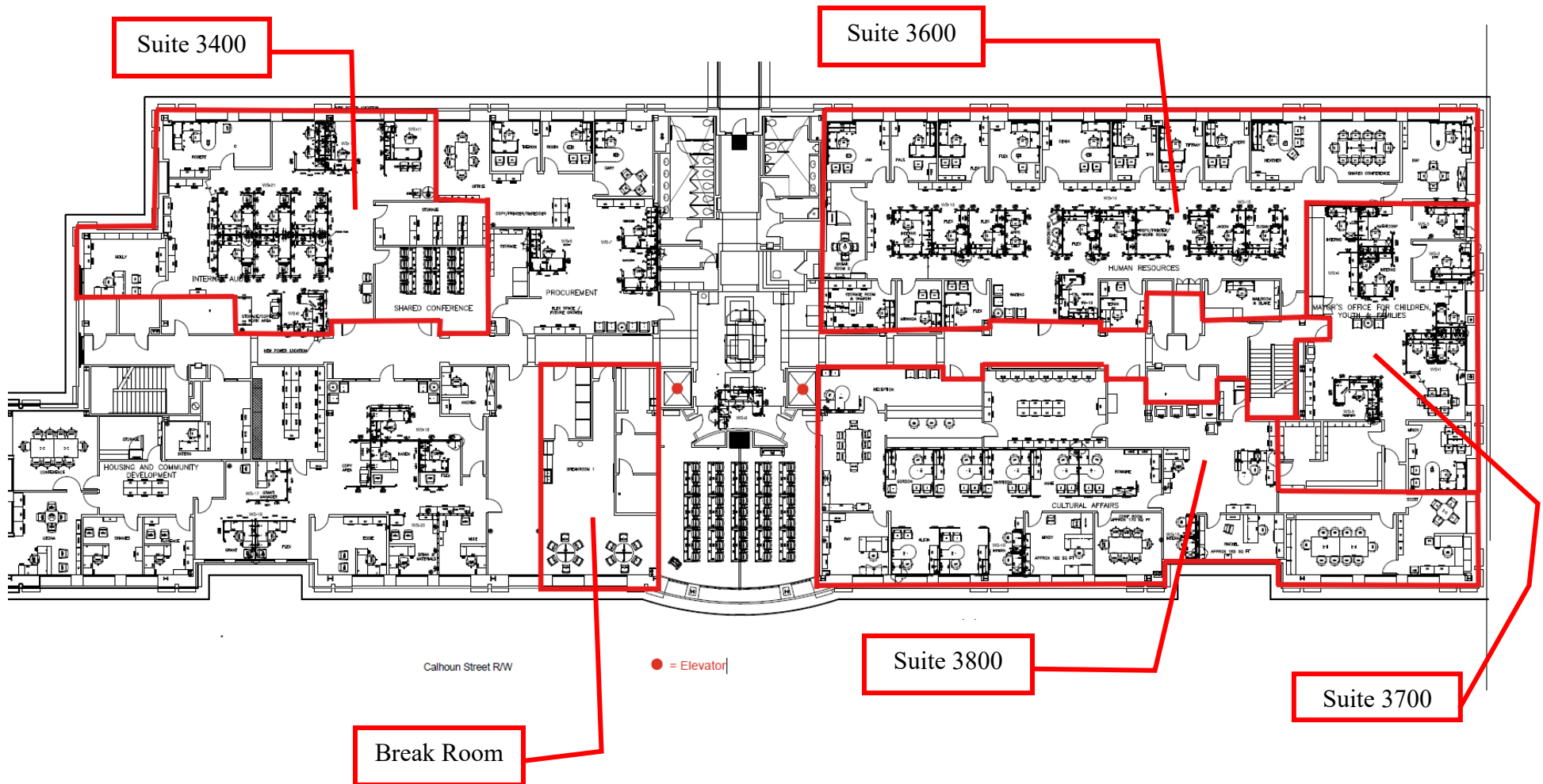
Phase 2A Pre-Locations – BFRC Divisions (Grants & Internal Audit)

2 George, 3rd Floor, Suite 3600



Phase 2A Pre-Locations – Community Services and Human Resources

75 Calhoun, 3rd Floor, Suites 3400, 3600, 3700, 3800, & Break Room



Phase 2A Post-Locations – BFRC, Community Services, and Human Resources

200 Meeting, 3rd Floor, Suites 301 & 305/307

Suite 301 (Yellow)

- BFRC Divisions
 - Process Improvements
 - Grants
 - Internal Audit
- Community Services Divisions
 - Livability & Tourism
 - Office of Cultural Affairs
 - Neighborhood Services

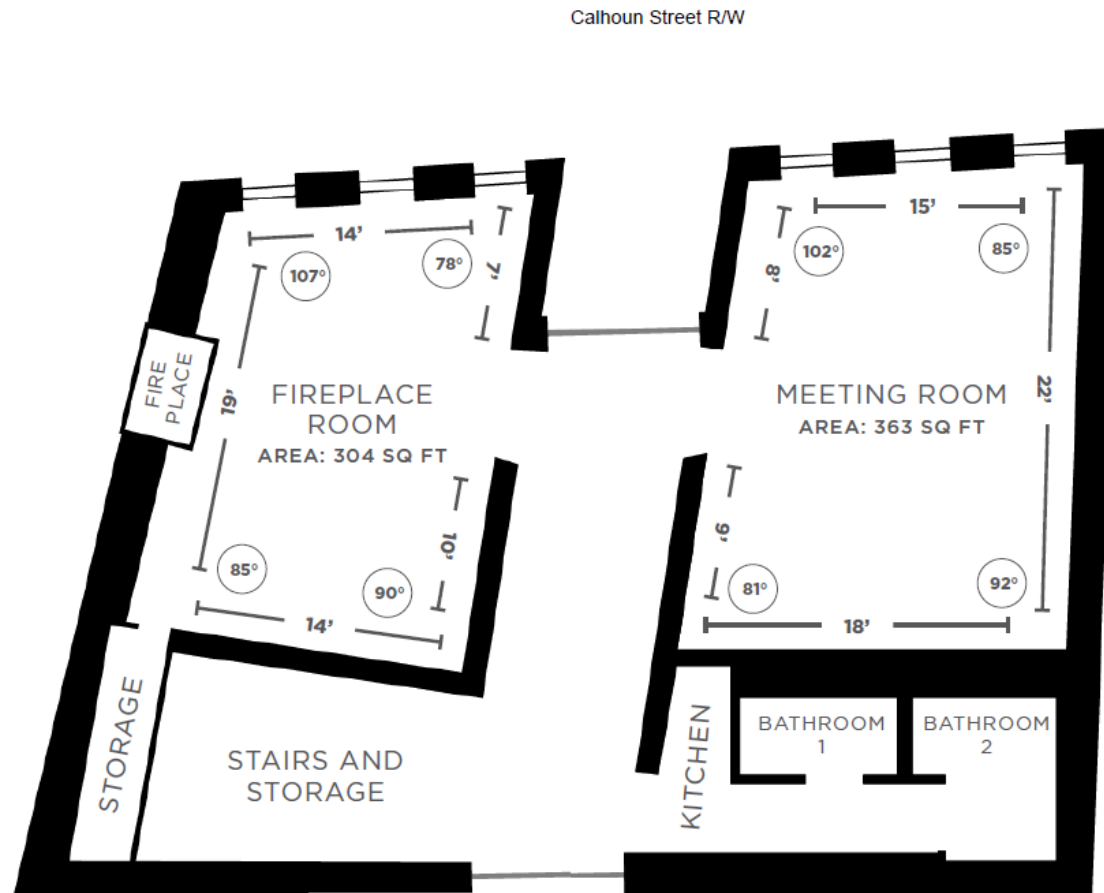
Suite 305/307 (Pink & Blue)

- Human Resources



Phase 2B Pre-Locations – Civic Design Center

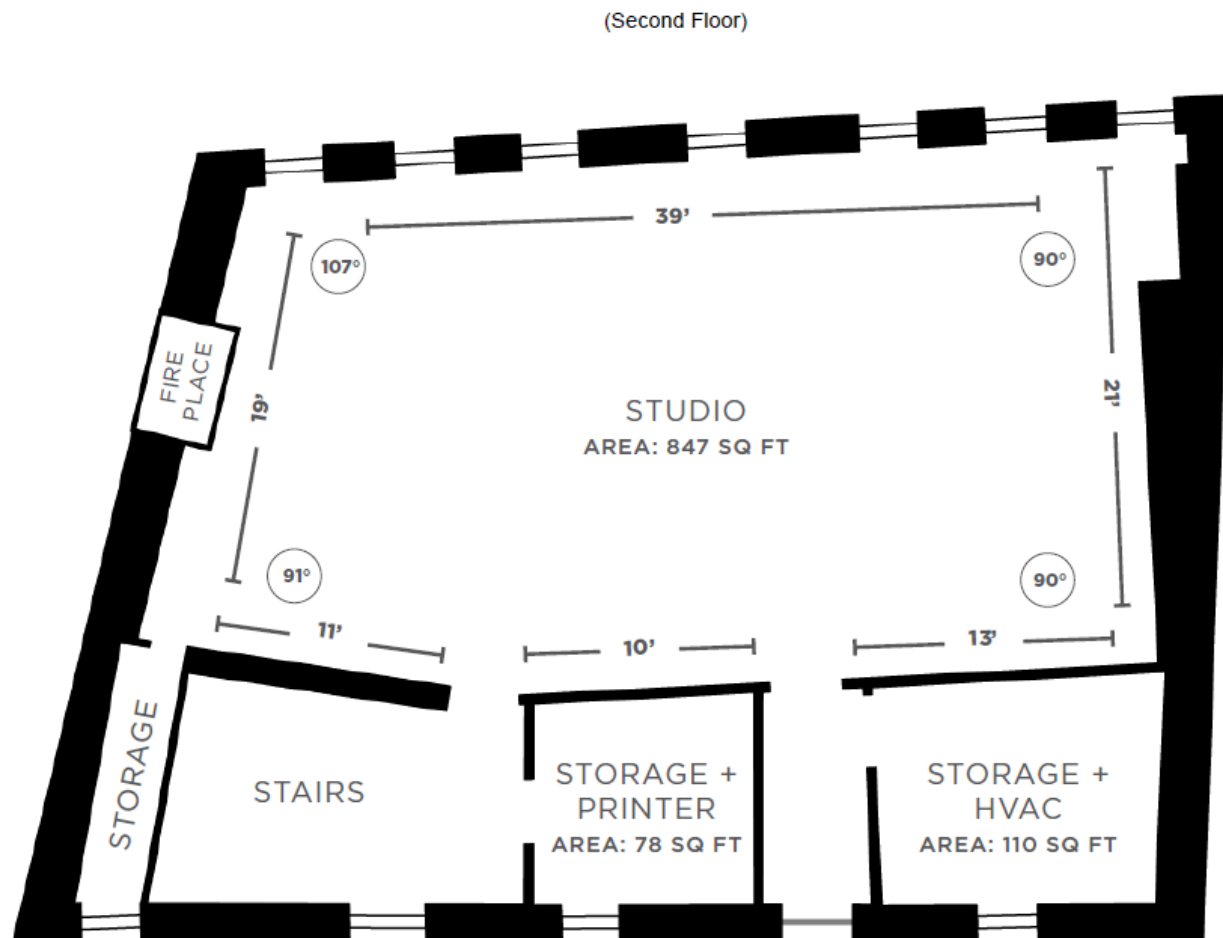
85 Calhoun, 1st and 2nd Floor



This building does not have an elevator

Phase 2B Pre-Locations – Civic Design Center (Cont.)

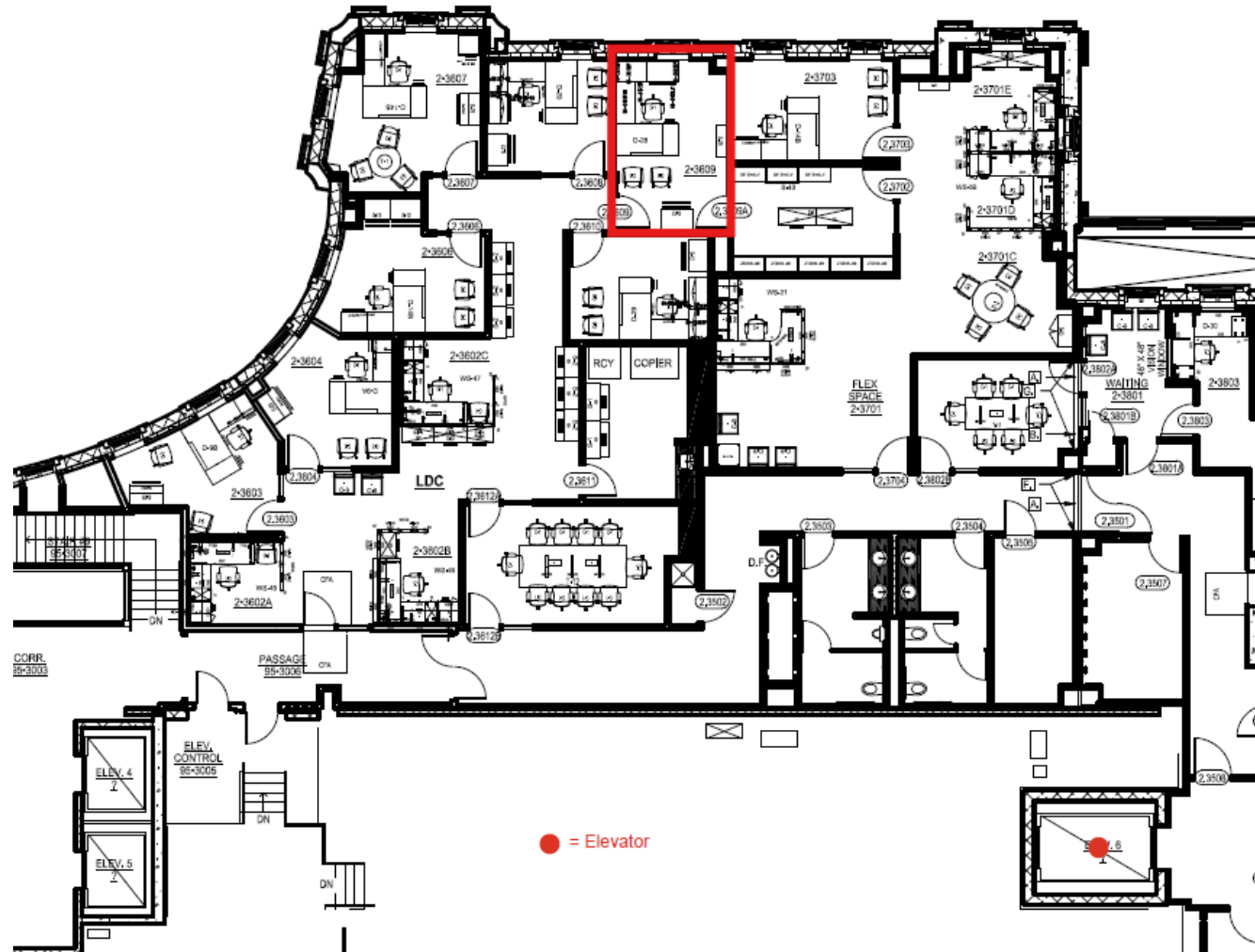
85 Calhoun, 1st and 2nd Floor



This building does not have an elevator

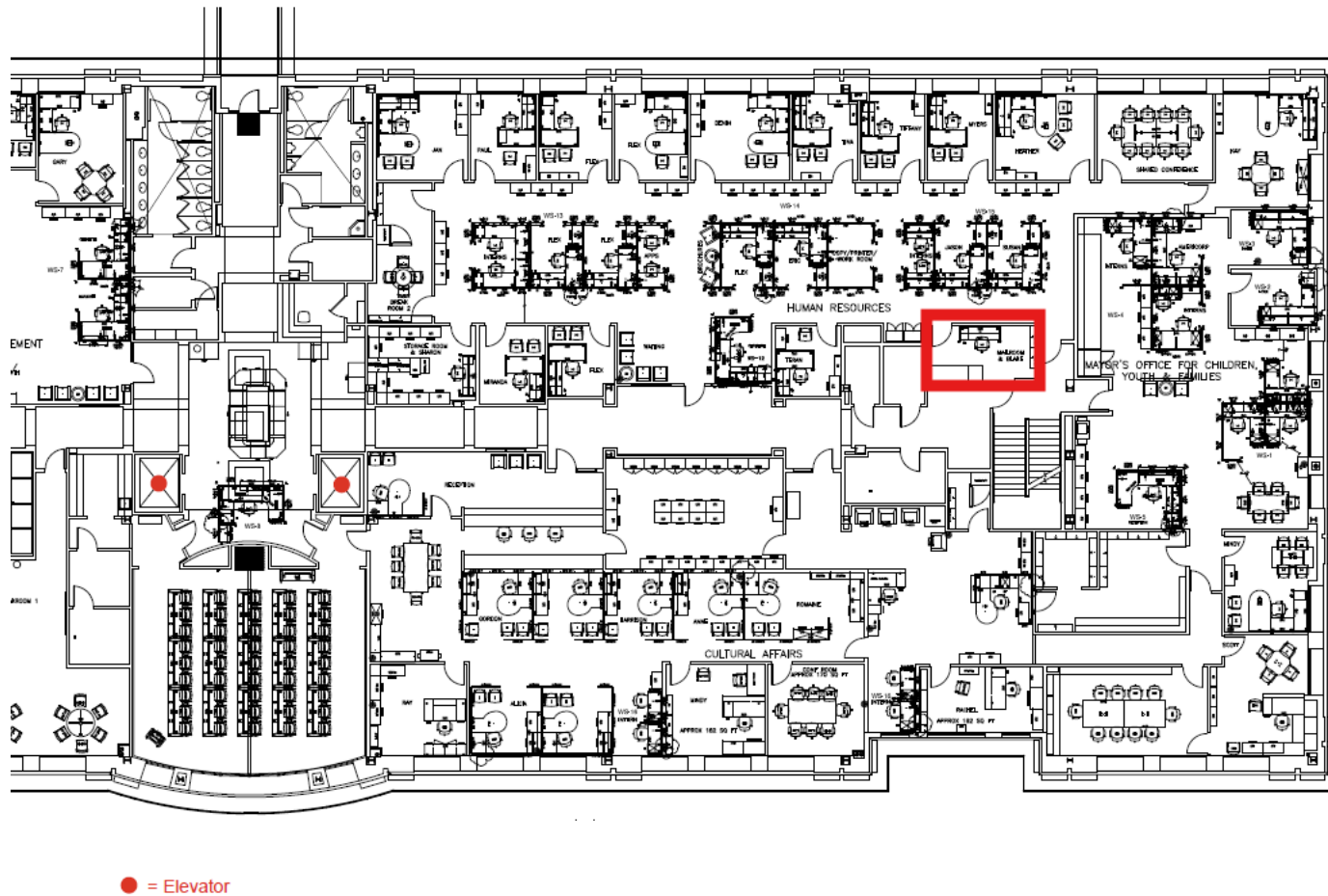
Phase 2B Pre-Locations – Special Projects

2 George, 3rd Floor, Suite 3600



Phase 2B Pre-Locations – Special Projects (Cont.)

75 Calhoun, 3rd Floor, Suite 3200

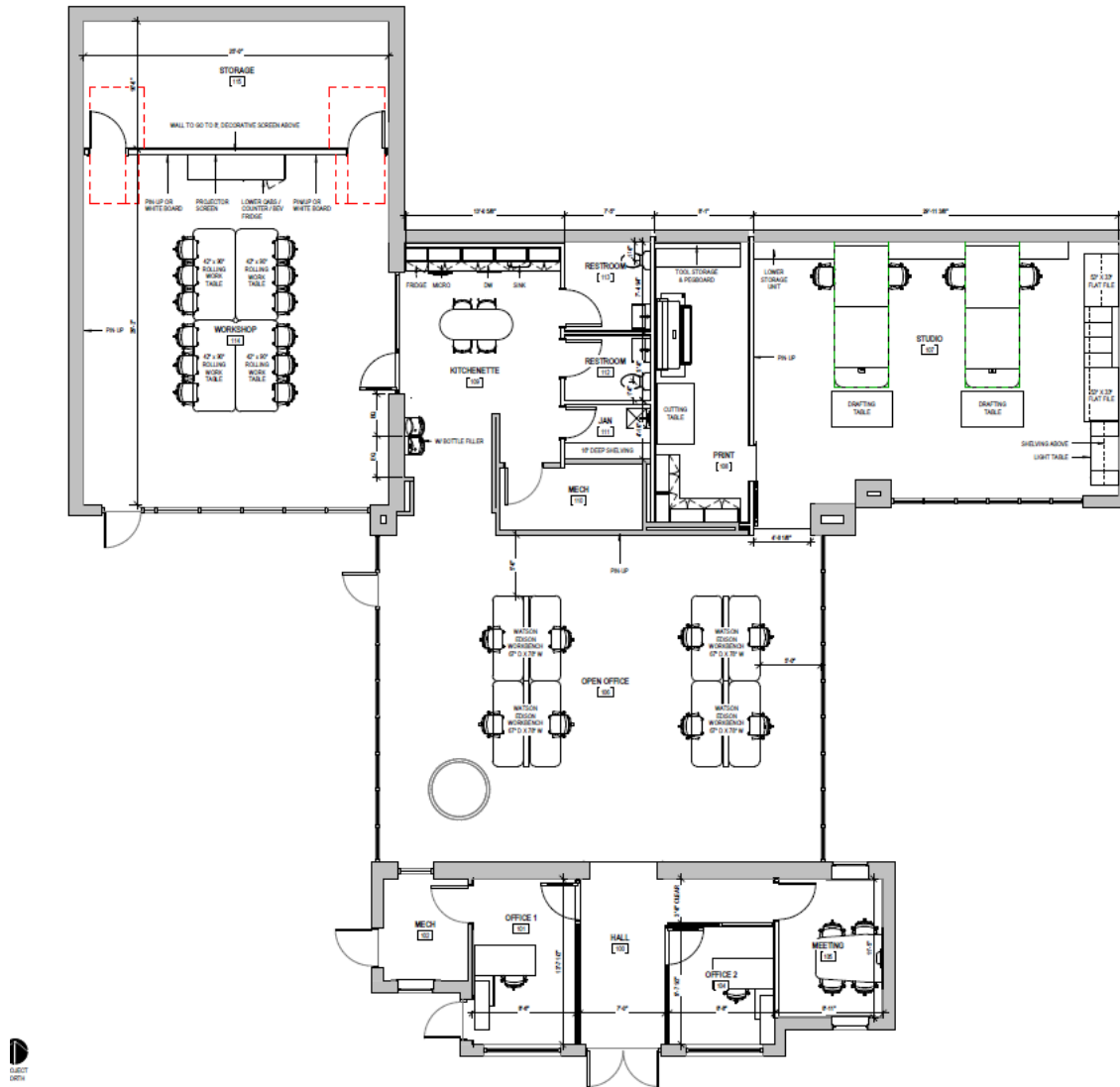


Phase 2B Pre-Locations – Special Projects (Cont.)

50 Broad Street

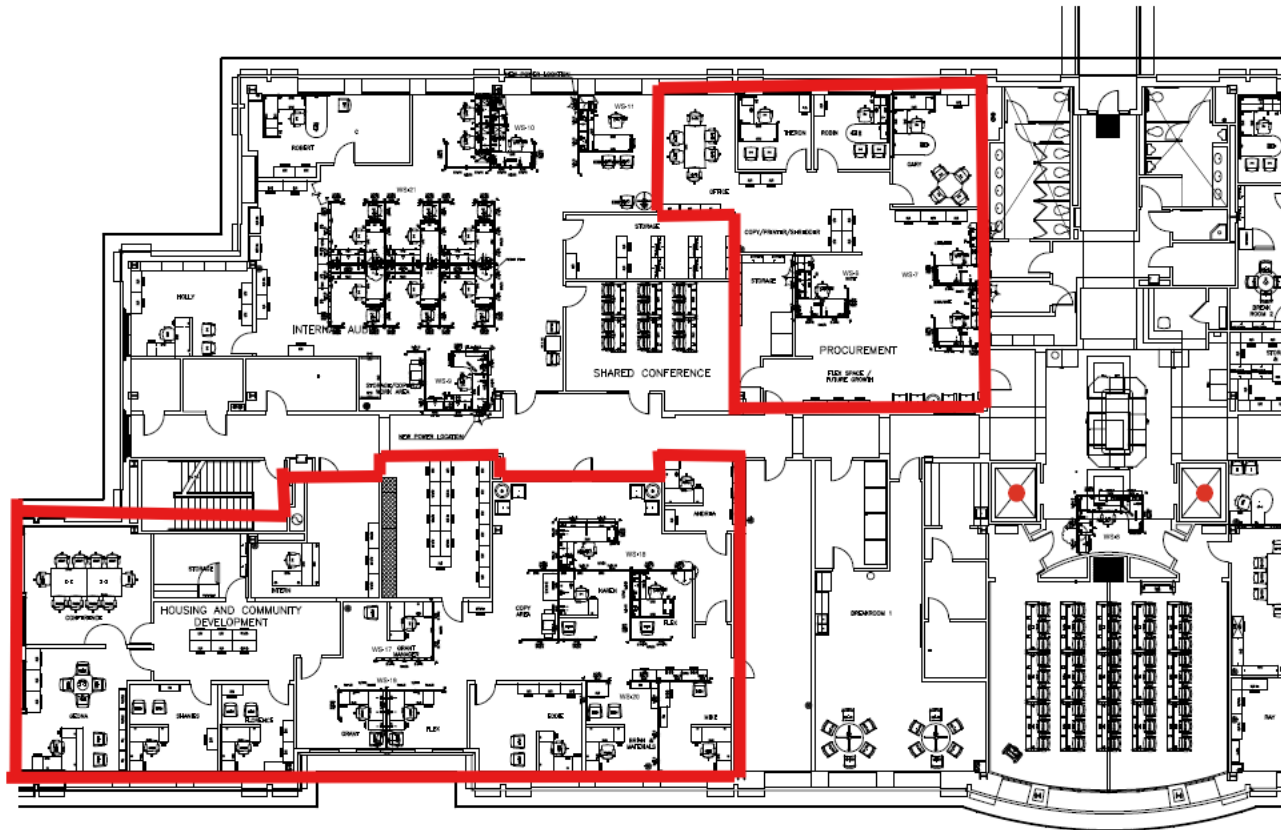
Floor plans to be provided at pre-proposal meeting

108 Meeting



Phase 3A Pre-Locations – Remaining Relocation of Procurement & HCD

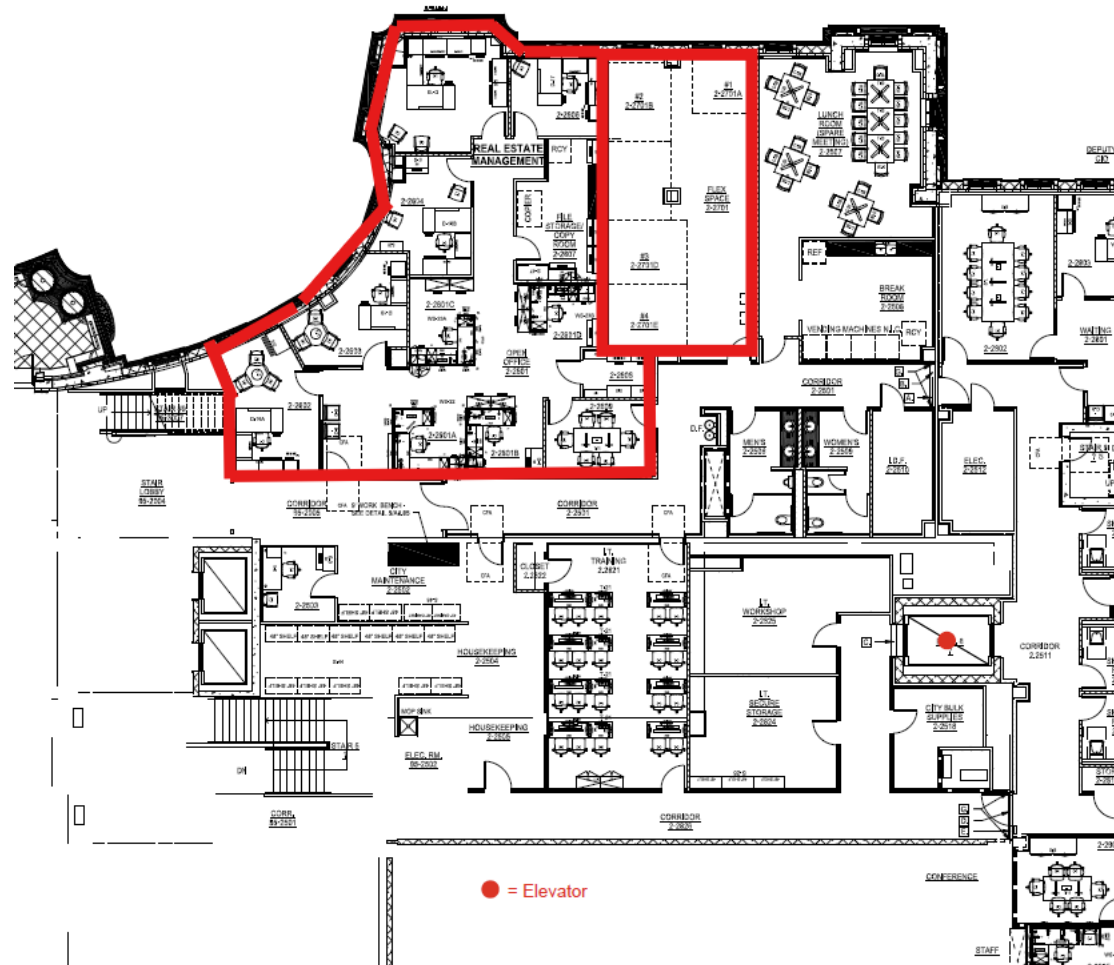
75 Calhoun, 3rd Floor, Suites 3500 & 3600



● = Elevators

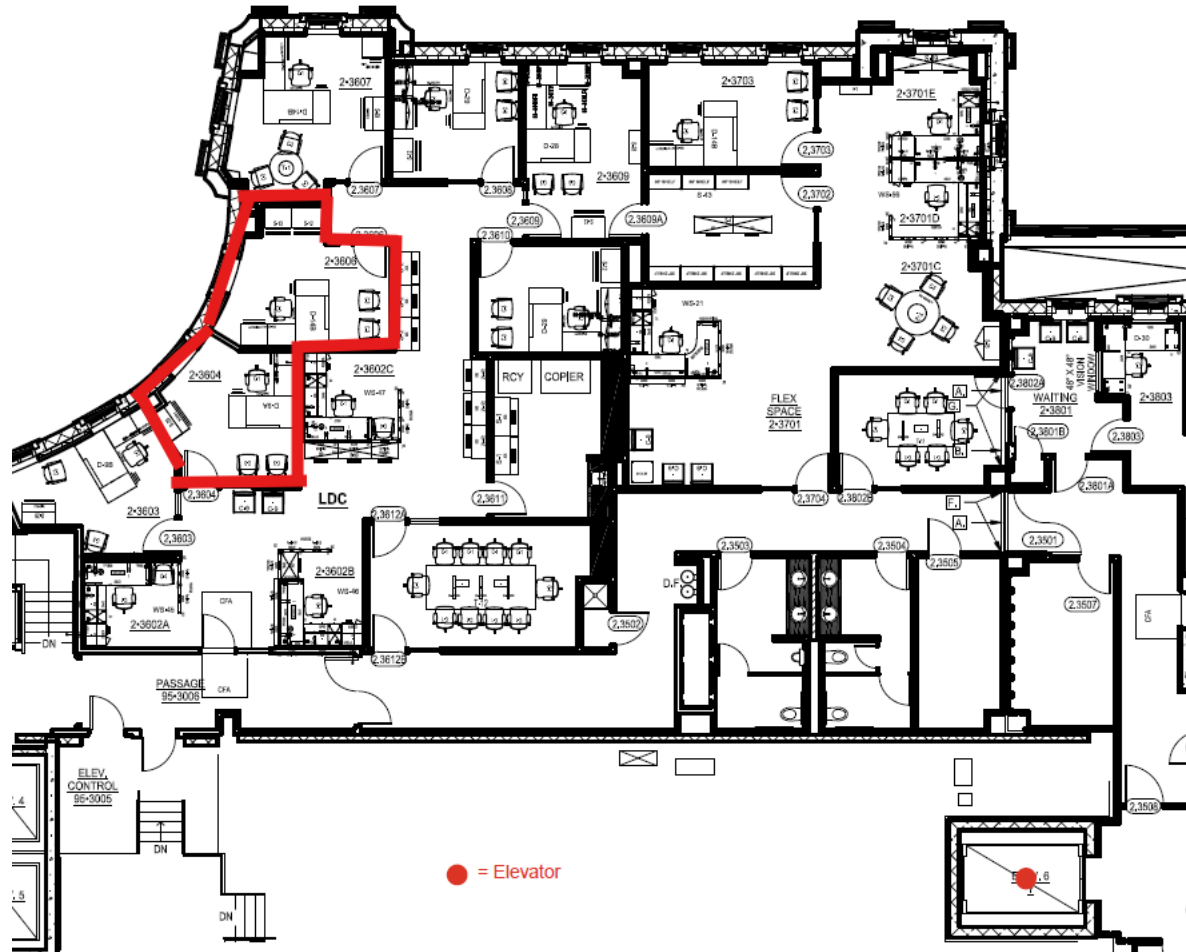
Phase 3A Post-Locations – Remaining Relocation of HCD

2 George, Suites 2600 & 2700



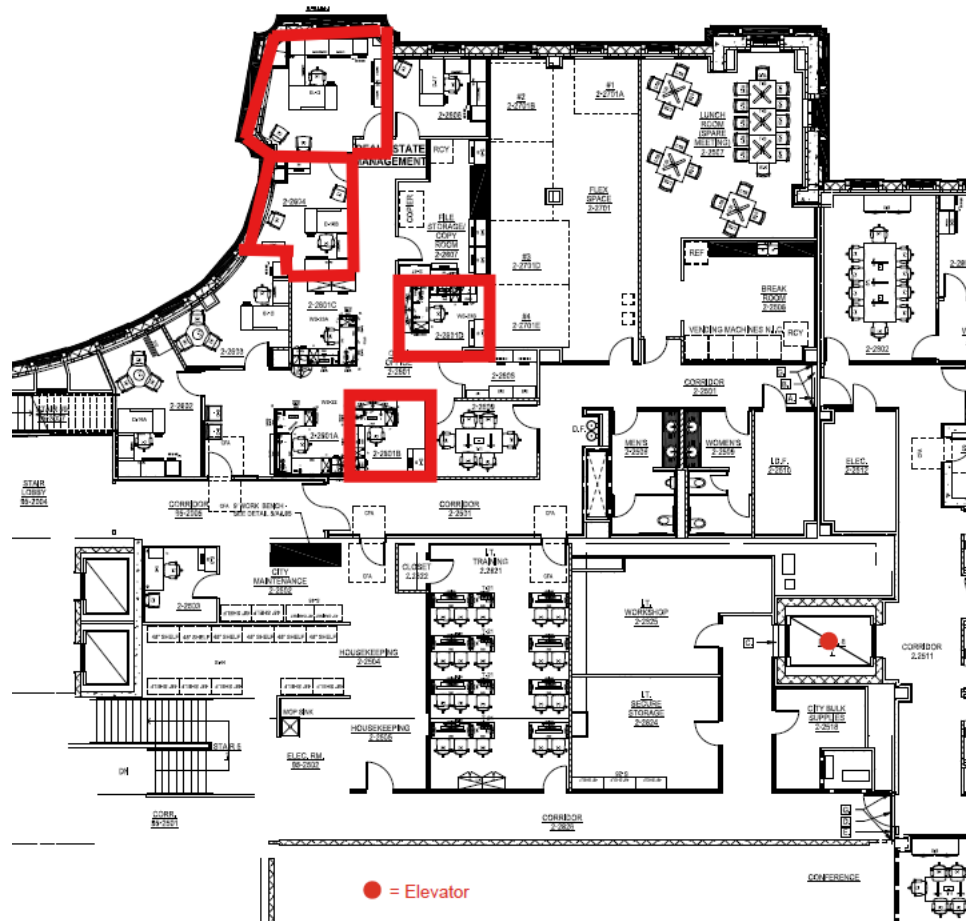
Phase 3A Post-Locations – Remaining Relocation of Procurement

2 George, Suites 3600

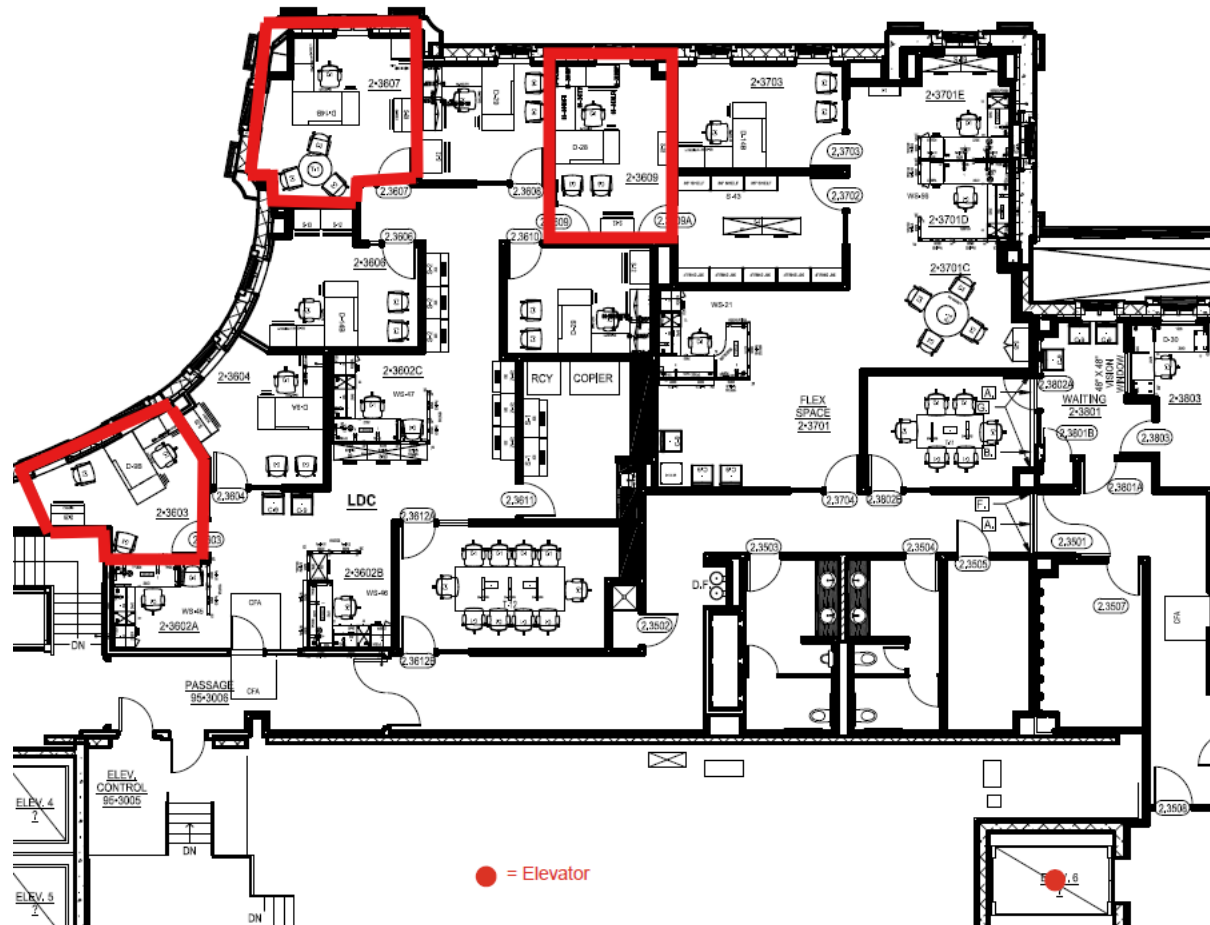


Phase 3B Pre-Locations – Relocation of Real Estate

2 George, Suite 2600



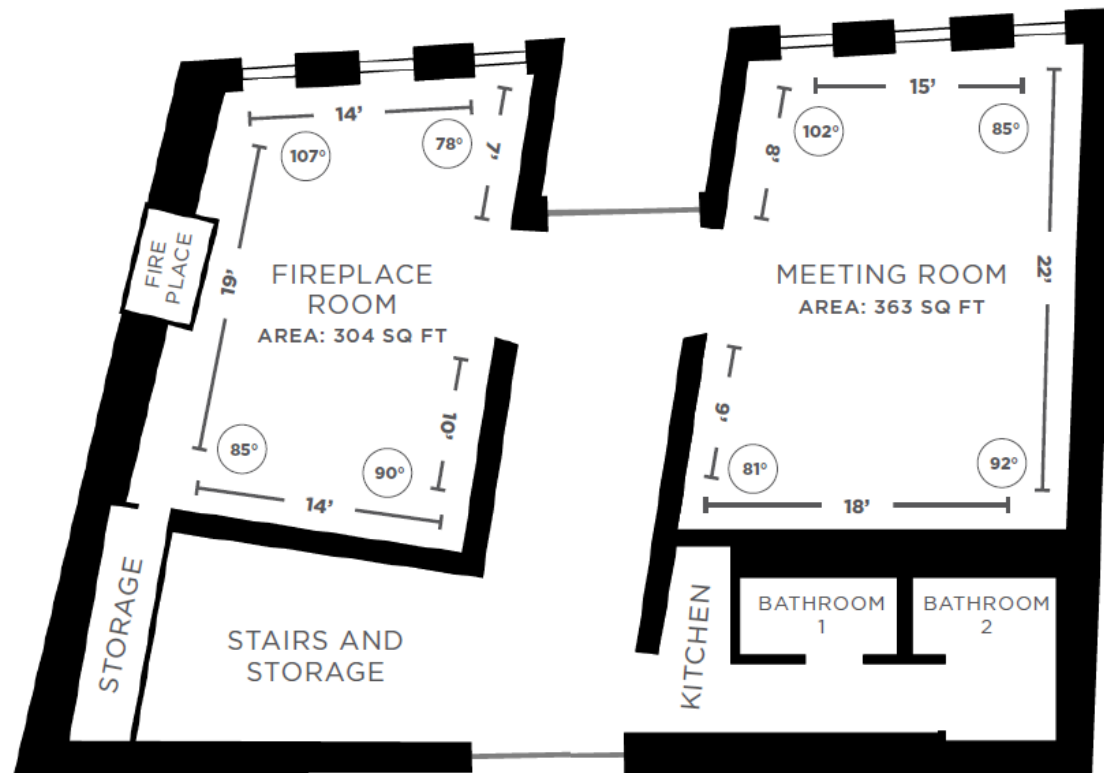
2 George, Suite 3600



Phase 3C Post-Location – Surplus Furniture

85 Calhoun

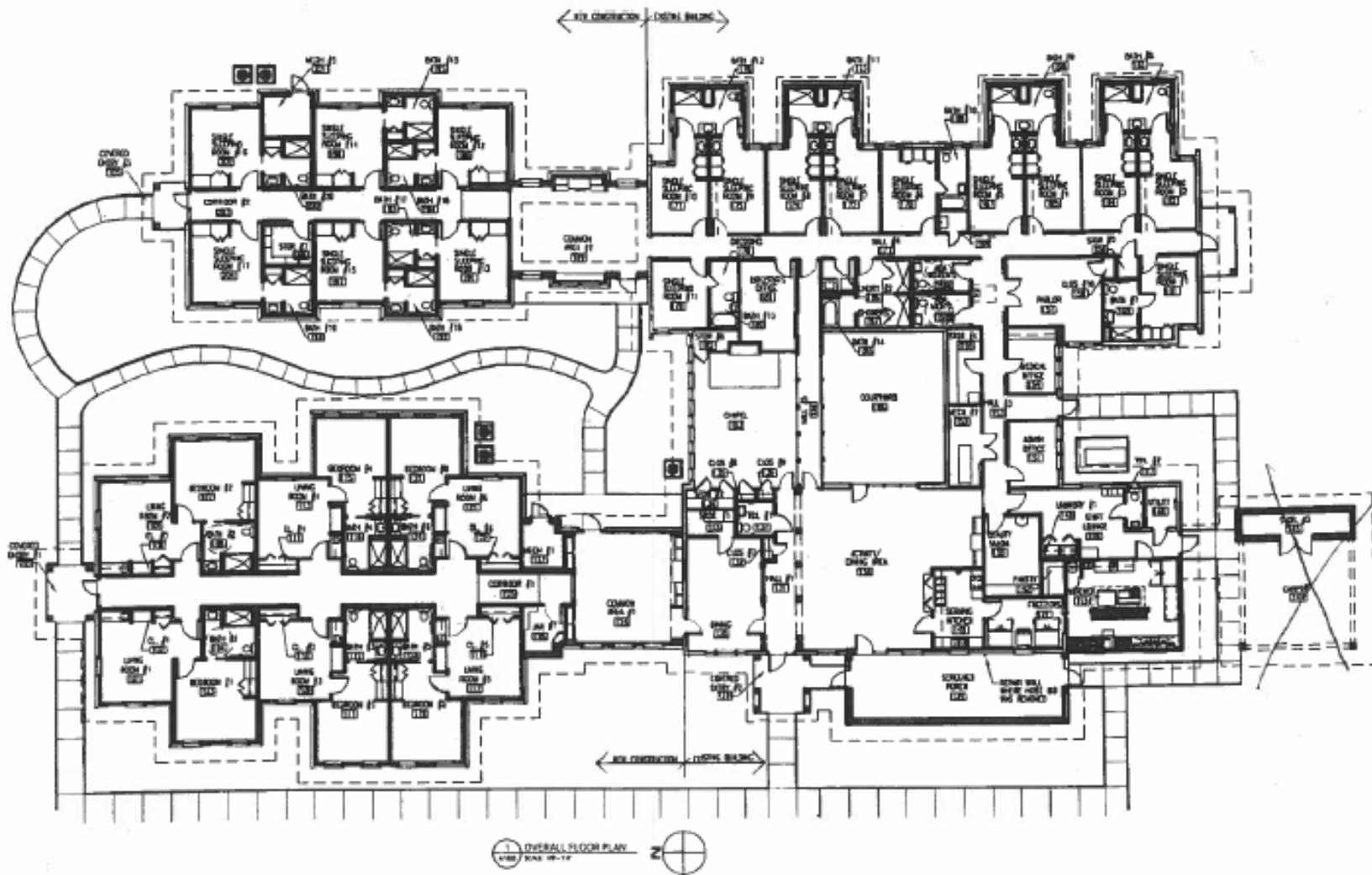
Calhoun Street R/W



This building does not have an elevator

Alternate Post Location for 200 Meeting

1660 & 1662 Ingram



Sept. 200