

July 29, 2025

**REQUEST FOR QUALIFICATION (RFQ)
PROFESSIONAL SERVICES
MEDIA ROOM DESIGN**

ADDENDUM NO. 1

All Consultants submitting under the Request for Qualification (RFQ) for the referenced procurement shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

Acknowledgment of RFQ Addendum: The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal.

Procurement Officer
ALCOSAN

Consultant Acknowledgement

Date

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DRAWINGS/FORMS

1. PowerPoint presentation from the Informational Meeting.
2. Drawings of both rooms considered for use.

INFORMATIONAL MEETING

An Informational Meeting was held at the ALCOSAN plant for the above project on July 23, 2025, at 10:00am in ECF Conference Room 312. The meeting was attended by: Tom Meston, Amanda Mueller, Nathaniel Arnett, Sean Biagi, Tene Croom, Ash Eberle, Derek Evan, and Beth Mellinger.

Please note on the attached drawings, the drop ceiling is 9' above the finished floor and the roofing deck is 13' above the floor. There is about 4' of space between the drop ceiling and roof. This space is crammed with ducting, conduits and pipes, so it should not be considered usable.

The following questions were submitted at the meeting:

1. Is ALCOSAN seeking only A/V Designers and not architects for this project?
 - a. The space exists but is currently empty (drawings will be provided at the RFP stage). The project will require the vendor to propose the recommended appropriate A/V equipment (including wiring, cables, and software), furniture, soundproofing, rigging, lighting, and a cost estimate for installation. Consultant must complete an assessment of the site for compatibility/layout of equipment, electrical needs, and potential HVAC modifications. In addition, the building's structural element must be assessed to determine if any changes are required to implement this project.
2. Do you have a budget already allocated?
 - a. No, however, ALCOSAN is funded through rate payers and are looking for the most cost-effective design that meets our needs.
3. When do you want this up and running?
 - a. January 2026; however, we look to the Consultant to provide a timeframe of both design and implementation.

4. How many people are on camera?
 - a. Maximum of four; however, we anticipate two shots would be used most frequently. That does not necessarily mean four people would be seated at the desk at the same time.
5. How much of the planned content is aspirational and how much do you currently produce?
 - a. Podcasts and livestreams are aspirational. We do a lot of video content for scholastic outreach and social media video content. We do not do larger volume productions currently.
6. Do you anticipate a need for additional staffing for the projects you want to do?
 - a. We have in-house staff with production backgrounds.
7. Architect or GC involved for MEP upgrades?
 - a. ALCOSAN union labor will perform wall-to-ceiling labor, site preparation, and non-specialized finishing.
 - b. Equipment will be purchased separately based on specifications provided by consultant.
8. How will you divide union labor vs integrator responsibilities?
 - a. ALCOSAN staff will provide electrical, HVAC, and finishing to the consultant's specifications.
9. Will the software be the responsibility of the integrator?
 - a. Yes.
10. What specific tasks fall in the ALCOSAN union wheelhouse?
 - a. Electrical (outlets, wiring in the walls), HVAC and finishing (floor, walls, ceiling).
11. Is there a floor above this one?
 - a. There is the roof.
12. Have you considered alternate rooms?
 - a. No.
13. Have you considered controls for the media room connecting back to the main operating room?
 - a. Yes, we envision room 320 as the operating room.
14. What kind of amperage is available in the rooms?
 - a. Whatever is needed can be accommodated.
15. Will ALCOSAN staff work with the awarded design firm to design the media room?
 - a. ALCOSAN staff will work closely with the Consultant to ensure the design meets our organizational needs.
16. In terms of broadcasting, do you plan to live-stream anything?
 - a. There will be occasional livestreams from the studio
17. Do HubZone certified firms count toward MWDBE/SDVOSB goals?
 - a. No.

18. Do you want the Design Consultant to provide installation and construction services?
- a. The Consultant shall provide design, project management, integration and commissioning services. ALCOSAN will purchase all equipment based on the Consultant's specifications.
19. What is the shortlist for?
- a. Per regulations, ALCOSAN has a two-phase procurement process. There is a qualification process in which a shortlist of firms will be invited to propose in the second phase.
20. Will you post the slide-deck online?
- a. Yes.
21. For equipment will you bid out individually or is that just for the construction equipment?
- a. All equipment will be purchased by ALCOSAN and bid under certain circumstances. If the design requires a sole source for a piece of equipment, Consultant must document the justification.

Additional questions submitted under this procurement:

22. Is the intent for the equipment installation portion of the project to be bid out to broadcast integrators for equipment procurement and installation? If yes, please confirm the awarded design consultant will NOT be able to bid on that project?
- a. The design consultant will not be permitted to provide the equipment.
23. Can you please clarify space limits related to resumes and project examples? The RFQ notes 2-page limits for these; however, the SF 330 format space is less than 1 page. Are we to include resumes and project examples as addenda to the SF 330 or should we adhere to the SF 330 space limitations?
- a. The offerors shall provide resumes and case histories in the SF 330 format. If the consultant is unable to work the SF 330, they must use the same format for resumes and case histories as is shown in the SF 330. Please do not deviate from this format.
24. Is ALCOSAN looking for a full architectural team to oversee the project? Or is the need strictly AV/IT/possibly Acoustics designer based (i.e. no architect needed)?
- a. Please see response to Question No. 1.
25. I see in the RFQ that general contracting and electrical will be the responsibility of ALCOSAN. Will architectural elements fall into that responsibility as well?
- a. ALCOSAN union staff will be responsible for providing the electrical, HVAC and finishes per the design specifications.