

August 12, 2025

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

ADDENDUM NO. 2

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

August 12, 2025

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

ADDENDUM NO. 2

DRAWINGS/FORMS

1. Revised SF 330

INFORMATIONAL MEETING

The following questions have been submitted:

1. The RFQ highlights the format for printed copies of our submittal. Are both electronic and printed copies to be submitted on or before August 20th at 2pm?
 - a. Per section 6.0 "Qualifications Submittals," an electronic copy may be received no later than 2:00 (EST) on August 20. Please note, the time is when Procurement receives the submittal, not when the submittal is emailed so please leave enough time for receipt.
2. Can we recreate the format used in SF 330 into our own proposal layout, assuming the information and structure is the same?
 - a. You can recreate the form; however, it must follow the format. To assist, we have recreated the form in a more user-friendly format. Please see attached.
3. What type of on-camera layout configurations do you anticipate? We'd like to recommend multiple modular options that can adapt to different types of productions. Do you want to account for concealed prop or set piece storage in the two available rooms?
 - a. We envision a news anchor type of desk that can be rolled away to the side with a three-shot minimum capability. The desk should be moveable to accommodate a set change with chairs or just standing in front of a backdrop.
4. Are there specific color palettes, logos, or thematic elements we should incorporate into the design for visual consistency?
 - a. No.
5. Are there any known sound challenges beyond HVAC (e.g., adjacent rooms, exterior noise) that should be factored into our treatment plans?
 - a. The media room is next to a break room, but standard sound proofing should be sufficient.

6. Who will operate the room (media professionals vs. general staff), and will external partners or agencies also use it?
 - a. Our internal staff will operate the room.
7. What are the current electrical and networking capabilities in the room including internet access points and internet speeds?
 - a. Any electrical needs can be accommodated and there is sufficient internet access throughout the space.
8. For the editing suites, do you have a preference for Windows or Mac computers?
 - a. We currently use Mac computers and would plan to continue that in this space.
9. In regards to network integration and implementation, will your team pull wires and punch them down ahead of the installation phase?
 - a. Yes.