

## Addendum D - Guadalajara International Book Fair Pavilion

Date: January 20, 2009

### Revisions to Guadalajara International Book Fair Pavilion RFP

This is to notify all concerned that the Los Angeles Department of Cultural Affairs (DCA) is issuing the following addendum in connection with the Request for Proposals (RFP), issued on December 18, 2008, for the **Guadalajara International Book Fair Pavilion**.

#### 1) Technical Specifications

Page 8 now reading:

##### X. TECHNICAL SPECIFICATIONS REQUIRED BY EXPO GUADALAJARA:

Lobby 2 (Pavilion)                      Features and Services

**Surface Area**                              **1210 square meters (3,970 square feet)**

Height Clearance                      14.43 meters (47.34 feet) floor to structure  
5.73 meters (18.8 feet) floor to ceiling

Floor Resistance                      5,000 kg (5.5 tons) per square meter  
(10.76square feet)

Electricity                                  110 and 220 volts. It has 3 load centers with a capacity of 150 amps each. Connection to power strip in accordance with requirements.

Telephone System                      Availability for installation of 30 telephone extensions for any class of service, including Internet.

Lighting                                      The area has 17 metal halide 1,000 watt lamps and 9 sodium vapor emergency 250 watt lamps.

Structure Resistance                      20 kilos (44 lbs) every two meters (6.5 feet)

Maximum height of hanging articles                      4 meters (13.12 feet)

Lobby 3  
(Contiguous Annex)                      Features and Services

**Surface Area**                              **375 square meters (1,230 square feet)**

Height Clearance	Floor to ceiling 3.34 meters (10.96 feet)
Floor Resistance	500 kg (1,102 lbs) per square meter (10.76 square feet)
Electricity	110 and 220 volts. It has 3 load centers with a capacity of 150 amps each. Connection to single-phase contact boxes with 18 units each.
Telephone System	Availability for installation of 10 telephone extensions for any class of service, including Internet.
Lighting	The area has 24 ceiling florescent lamps each with three 32 watt tubes.
Column Module Spacing	North to South: 9.20 meters (30.18 feet) to axis East to West: 10.00 meters (32.80 feet) to axis Surface area of modules: 92.00 square meters (990.28 square feet).
Maximum height of hanging articles	Articles cannot be hung

**Is hereby changed in its entirety to read:**

**X. TECHNICAL SPECIFICATIONS REQUIRED BY EXPO GUADALAJARA:**

Lobby 2 (Pavilion)	Features and Services
<b><i>Surface Area</i></b>	<b><u>1210 square meters (13,024.33 square feet)</u></b>
Height Clearance	14.43 meters (47.34 feet) floor to structure 5.73 meters (18.8 feet) floor to ceiling
Floor Resistance	5,000 kg (5.5 tons) per square meter (10.76 square feet)
Electricity	110 and 220 volts. It has 3 load centers with a capacity of 150 amps each. Connection to power strip in accordance with requirements.
Telephone System	Availability for installation of 30 telephone extensions for any class of service, including Internet.
Lighting	The area has 17 metal halide 1,000 watt lamps and 9 sodium vapor emergency 250 watt lamps.

Structure Resistance	20 kilos (44 lbs) every two meters (6.5 feet)
Maximum height of hanging articles	4 meters (13.12 feet)
Lobby 3 (Contiguous Annex)	Features and Services
<b>Surface Area</b>	<b><u>375 square meters (4036.46 square feet)</u></b>
Height Clearance	Floor to ceiling 3.34 meters (10.96 feet)
Floor Resistance	500 kg (1,102 lbs) per square meter (10.76 square feet)
Electricity	110 and 220 volts. It has 3 load centers with a capacity of 150 amps each. Connection to single-phase contact boxes with 18 units each.
Telephone System	Availability for installation of 10 telephone extensions for any class of service, including Internet.
Lighting	The area has 24 ceiling florescent lamps each with three 32 watt tubes.
Column Module Spacing	North to South: 9.20 meters (30.18 feet) to axis East to West: 10.00 meters (32.80 feet) to axis Surface area of modules: 92.00 square meters (990.28 square feet).
Maximum height of hanging articles	Articles cannot be hung

**2) MBE/WBE/OBE Good Faith Efforts (GFE) Waiver:**

Regarding article labeled "Addendum B" Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Other Business Enterprise (OBE) Subcontractor Outreach Program: As of January 15, 2009, the MBE/WBE/OBE Subcontractor Outreach Program Good Faith Effort Requirements have been waived by the Mayor's Office of Economic Development. The requirements indicated in the RFP and Addendum B are not required for this project.

**Page 18-19 of the RFP now reading:**

XV: REQUIRED FORMS AND DOCUMENTS

As part of this RFP submittal package, proposer(s) are required to complete and return the MBE/WBE/OBE Subcontractor Outreach Program Subcontractor Information Form, Good Faith Effort Documentation, and the Proposer's Signature Declaration and Affidavit with their proposal by the due date for receiving proposals.

The selected firm will also be required to complete and return the forms and documents listed in Addendum C (Required Forms and Documents) prior to execution of the Contract. All contracts entered into as a result of this RFP are subject to the Standard Provisions for Personal Services Contracts (Addendum C, Appendix A). Please review this addendum for details of insurance required by this RFP and resulting contract.

A) MBE/WBE/OBE Subcontractor Outreach Program  
Good Faith Effort Documentation

Instruction: Attach Subcontractors Information Form (Schedule A) and required GFE documentation (see Addendum B for required documents).

It is the policy of the City to provide Women Business Enterprises (WBEs), Minority Business Enterprises (MBEs), and all other business enterprises (OBE) an equal opportunity to participate in the performance of all City's contracts.

Proposer shall assist the Department in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBEs, WBEs and OBEs, have an equal opportunity to compete for and participate in City's contracts. Equal opportunity will be determined by the proposer's good faith efforts to comply with the City's Subcontractors Outreach Program as described in the attached "Minority Business Enterprise (MBE) Women Business Enterprise (WBE) and Other Business Enterprise (OBE) Subcontractor Outreach Program" document (Addendum B).

Participation of MBEs, WBEs and all other businesses (OBEs) may be in the form of subcontractors, vendors or suppliers. Failure to make a good faith effort to comply with said policy to provide documentation of good faith effort with the proposal will render the proposal non-responsive and may result in its rejection.

**Is hereby changed in its entirety to read:**

XV: REQUIRED FORMS AND DOCUMENTS

As part of this RFP submittal package, proposer(s) are required to complete and return the Proposer's Signature Declaration and Affidavit with their proposal by the due date for receiving proposals.

The selected firm will also be required to complete and return the forms and documents listed in Addendum C (Required Forms and Documents) prior to execution of the Contract. All contracts entered into as a result of this RFP are subject to the Standard Provisions for Personal Services Contracts (Addendum C, Appendix A). Please review this addendum for details of insurance required by this RFP and resulting contract.

**3) Addendum A**

**Addendum A of the Guadalajara International Book Fair RFP package currently reads:**

**Instructions:** Complete this Checklist and Attach all Required Forms and Documents.

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<b>Check</b>	<b>Item</b>	<b>Page</b>
	<b>Written Proposal</b>	RFP 12 - 14
_____	Narrative	
_____	Personnel and Experience	
_____	Budget	
_____	Project Schedule	
_____	Work Sample	
	<b>Required Forms and Documents</b>	
_____	<u>MBE/WBE/OBE Subcontractors Information Form (Schedule A) and Good Faith Effort Documentation</u>	<u>Addendum B</u>
_____	Proposer's Signature Declaration and Affidavit	RFP 19 -21

**Is hereby changed in its entirety to read:**

**Instructions:** Complete this Checklist and Attach all Required Forms and Documents.

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<b>Check</b>	<b>Item</b>	<b>Page</b>
	<b>Written Proposal</b>	RFP 12 - 14
_____	Narrative	

\_\_\_\_\_ Personnel and Experience

\_\_\_\_\_ Budget

\_\_\_\_\_ Project Schedule

\_\_\_\_\_ Work Samples

**Required Forms and Documents**

\_\_\_\_\_ Proposer's Signature Declaration and Affidavit

RFP 19 -21

In conclusion to Addendum D and all of the information provided herein, it is acknowledged by bidders that they are aware of the changes and will make the necessary adjustments to their proposal based on these changes prior to submission of their final proposal package.

In submitting proposals, all proposer(s) are requested to take cognizance of the addendum to the RFP made herein, and make the necessary adjustments prior to submitting a proposal package.