



**REQUEST FOR QUALIFICATIONS - COMMUNITY ENGAGEMENT &  
CONTENT DEVELOPMENT SUPPORT SERVICES FOR AN AIDS  
MONUMENT**

**ADDENDUM #1**

Date Issued: January 25, 2016

All clarifications and changes detailed in this Addendum shall be incorporated into the work and made part of the Request for Qualifications issued by the City of West Hollywood for Community Engagement & Content Development Support Services for an Aids Monument.

Deletions are indicated with a ~~strikethrough~~. Insertions are indicated with an underline.

**All Proposers are required to acknowledge this Addendum prior to the submission of their Proposal.**

**ITEM #1: Rescheduled Informational Conference**

1. The time and location of the optional Informational Conference on the RFQ Schedule on page 11 is modified as follows:

**Tentative Schedule**

Release of RFQ document	January 11, 2016
Informational Conference (optional)	<del>January 25, 2016 at 10 A.M. PST</del> <u>February 1, 2016 at 10 A.M. PST</u>

<del>West Hollywood Library Community Meeting Room 625 N. San Vicente Boulevard West Hollywood, CA 90069</del>	<u>West Hollywood City Hall 8300 Santa Monica Boulevard West Hollywood, CA 90069 (Community Conference Room)</u>
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Last day for all inquiries	February 8, 2016
City responses to all inquiries	February 15, 2016
Deadline to Submit Qualifications	February 22, 2016 at 4 P.M. PST
City review of qualifications	Week of February 29, 2016
Interviews with qualified candidates	Week of March 7, 2016
City Council Approval of Contract(s)	April 2016
Potential Contract Start Date	April 2016

2. The time and location of the optional Informational Conference have also been updated on Page 16:

**3.4 Inquiries**

Inquiries related to this RFQ can be made by attending an optional information conference on ~~January 25, 2016~~ February 1, 2016 at 10 A.M. at West Hollywood City Hall, 8300 Santa Monica Boulevard, West Hollywood, CA 90069 (Community Conference Room). ~~the West Hollywood Library, Community Meeting Room. The West Hollywood Library is a tall white building located at 625 N. San Vicente Boulevard between Santa Monica Blvd. and Melrose Ave. The Community Meeting Room is located on the main floor of the West Hollywood Library adjacent to the Library entrance on the north facing side of the building at Park level (to the right of the main Library entrance). To get to the Community Meeting Room from the parking structure, visitors may use the sky bridge located on the third floor of the parking structure which accesses West Hollywood Park and the main entrance to the Library. From San Vicente Blvd, you may use the staircase or elevator to the main entrance.~~

**End of Items**

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I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: 1/25/16  
 Signature: Beth Thomas