

FAQS.

Q. How long can we be there to facilitate the set-up and teardown of the exhibit from start to finish?

A. Specific dates are noted on page 11 of the RFP.

Q. What is the Target move-in date for the space. (or) What is the first day of move-in for the space.

A. Page 11 of the RFP: Monday November 23, 12noon to Friday, November 27 at 10pm. Set up hours are 8 am to 10pm.

FYI - Strike day is December 7 and 8 from 8am to 10pm.

Q. Can I get photos of last year's exhibitors?

A: The slide show of last year's pavilion was covered in the Pre-Proposal Conference and can be found online here in an extensive PDF:
<http://www.culturela.org/events/Guadalajara/GuadalajaraPre-ProposalConference.pdf>

Q: Do you have prices for the electrical services.

A: Special arrangements must be negotiated between FIL and the selected design firm in the event that the provided lighting by FIL is not sufficient enough to substantiate your design. No additional budget for lighting needs to be included if you find that the current lighting works with your design and lighting needs. Examples of the existing lighting may be viewed in the online Pre-Proposal Presentation, pages 24, 29, 50, 55, 57, 59 and 63 to name a few.

Q: Please provide information regarding the general contractor and material handling inside the Expo.

A: Material Handling information is provided in the RFP, pages 9 through page 12, and at the FIL website:

http://www.fil.com.mx/ingles/i_exp/i_exp_inf.asp

****Please be advised that some of the information on the site is more specific to exhibitors, such as Publishing Houses that will be occupying provided show booths within the main fair areas. FIL will be working closely with the selected designer's special installation needs, if any.**

Q: Can I get a copy of the 2008 exhibitor manual?

A. Various regulatory and pertinent information can be found here:
http://www.fil.com.mx/ingles/i_exp/i_exp_regl.asp

Q: My understanding was that all components must be fabricated in Mexico, not just installed. If the components can be fabricated and stored/staged in LA, then shipped to Mexico and installed during the designated week, that would be different.

Could you confirm and/or clarify?

A: Components can be fabricated in the USA, and shipped to Mexico for final installation. Please include all shipping and storage costs in you budget. However, it should be noted that there have been issues in the past with customs that effected the arrival of items. Ultimately this resulted in tremendous loss not only of dollars, but in executing the designer's vision correctly.

Q: Are we responsible for the hiring and managing of the staff? It is easier for us to bring our own people.

A: If you prefer to bring your own staff to Mexico and not use a Mexican sub-contractor for the installation, you are welcome to do this. Please indicate costs in your budget. The firms that have done the work in the past for the EXPO have people that they trust to work with them to execute the work.

Q: Who does FIL recommend that we work with if we want to use Mexican fabricators and installers?

A: Please see the list here:
<http://www.culturela.org/events/Guadalajara/ConstructionCompanies.pdf>

Q: How far was the outreach for the RFP proposal calls?

A: Approx 65 research-selected firms based in the LA area upon design and resume as noted through online portfolios, predominantly from california-architects.com.

Also, The Architects Newspaper listed our competition online.
We also posted the competition on the Los Angeles Business Assistance Network.

In addition the call was submitted to AIA, AIGA and LA Forum for Architecture for dissemination and adjunct referrals.

Q: How did the budget get created?

A: The budget is based on the expenses from previous Guest of Honor Pavilions. For example, the 2008 pavilion for Italy cost \$300,000. Please note that this budget is comprised entirely of National Endowment of the Arts award monies and does not include Los Angeles City funding.

Q: WBE/MBE

What if we are already an established firm and have already done the research and invited people to partner with? Does the Outreach have to happen BEFORE we even know whether or not we are accepted??

A. The WBE/MBE requirements for the submittal of the RFP has been waived. It is no longer necessary to submit these papers with your proposal. However, you may share this information the Submittal Requirements under Point 2, Personnel and Experience.

Please see Addendum D regarding the WBE/MBE portion of the RFP for more information:

http://www.culturela.org/events/Guadalajara/GuadalajaraPavilionRFP-AddendumD_1-20-09.pdf

Q: Narrative – are we allowed to also submit visual designs for the project with the narrative?

A: Visual displays should be included in Submittal Requirements under Point 5. Work Samples Required. The narrative portion should be text only.

Q: "On page 12, at the bottom, under "2. Project Experience", it lists as a bullet "Submit an example of related projects". Are these examples in addition to "5. Work Sample Required" listed on page 13.

A: Under the Personnel and Experience section of the proposal, you should list related projects that demonstrate your ability to successfully carry out the proposed scope of work. This section is designed to indicate that your firm has the staff, organization, and experience necessary for this project. Any images should be included under work samples.

Q: Can we receive an approximate count of pre-proposal conference attendees?

A: You may view the list of attendees here:

Q: Based on the provided floorplan, it appears that the specific location in which the Los Angeles pavilion will be housed is a closed room with access from the entry hall and the main exhibition hall - is this accurate? Or is the entire space open allowing for complete circulation around the pavilion?

A. The space is very open from the other areas. Please refer to the panaram view link here: <http://www.culturela.org/events/guadalajara.html>

Q: Where is the main entrance to the exhibition hall? Currently it appears that exposition attendees might be entering through the Los Angeles pavilion.

A. Yes, the Pavilion is the featured area before entering into the main fair.

Q: Are there any specific attributes/traits about Los Angeles that DCA is interested in exploring with the pavilion? Can we include other areas in the vicinity of Los Angeles that represent iconic places that LA in general is known for – such as other areas of LA County, like Malibu?

A. Please see the RFP page 6. In addition, yes, including general aspects of the landscapes that shows LA in a good light or outlines our civic spirit is encouraged.

Q: Is there any background information that can be provided which explains the decision to choose Los Angeles as the Guest of Honor?

A. FIL approached the National Endowment of the Arts when they decided to include the United States and specifically the city of Los Angeles as a guest of honor. NEA entered into a cooperative agreement with DCA to facilitate this project.

Are there extended stay hotel rates available?

There are logistical arrangements being made with FIL for accommodations that will be explained in further detail to the recipient of the grant. Also, keep in mind the likelihood of discounted accommodations.

Approximate hotel rates examples are listed below and these figures can be used to compile your budgets:

Guadalajara Camino Real \$135

Guadalajara Hilton \$135

Additional hospitality services for FIL participants can be found here:

http://www.fil.com.mx/ingles/i_serv/i_serv_int.asp

Note:

It was mentioned that a very modest per diem budget of \$30 will be more than sufficient to sustain a comfortable and enjoyable time during FIL.

In addition, the food is excellent and the services and hospitality provided for exhibitors is star quality.

Q. Will you be selecting the project based on content or architectural design?

A. Both

Q. Are you sure that the square footage calculations are correct?

A. There was an error in the calculation. The correct numbers can be found on page 1 of Addendum D.

Q. Can we find out where we could maybe donate the used items from the exhibition? For example, if we buy TV monitors or carpet?

A. That is a good idea and worth looking in to.

According to page 10 of Expo Guadalajara Regulations regarding the space it states: "Any electrical power beyond what is included in the rental fee (100 watts per square meter in the net exhibition area), must be requested, to be charged against the assembler, and must be specified in writing."

Q: What is the stated rental fee.

A: There is no rental fee for the Pavilion Designer.