



REQUEST FOR PROPOSALS TO OPERATE
THE PICO HOUSE (1869)
and
HELLMAN-QUON (1900)



Proposals due: Friday, July 20, 2012
3:00 PM Pacific Daylight Time

SUMMARY

Opportunity:	The City of Los Angeles Department of El Pueblo de Los Angeles Historical Monument (Department) seeks a concessionaire to reactivate the Pico House (1869) and offers the Hellman-Quon (1900) building as an optional bonus. Located at the gateway to downtown, these two historic buildings are a beautiful tribute to the ornate architecture of the late 1800s. The City of Los Angeles envisions the reoccupation of these buildings as a reawakening of the City's past and a solid foundation upon which to build its future.	
Locations:	Pico House, 400 North Main Street, Los Angeles, California, 90012 Hellman-Quon, 130-132 Paseo de la Plaza, Los Angeles, CA 90012	
Schedule:	RFP Issued	Friday, April 20, 2012
	Date Proposals Due	Friday, July 20, 2012
	The Department must receive your proposal by July 20, 2012 by 3:00 p.m. Pacific Daylight Time attention to:	
	Pico House/Hellman-Quon RFP El Pueblo de Los Angeles Historical Monument Department 125 Paseo de La Plaza, Suite 300 Los Angeles, CA 90012	
Questions:	Dianna Martinez-Lilly, Assistant General Manager Dianna.martinez.lilly@lacity.org (213) 485-6855	
Conference Tour of Buildings:	<u>Mandatory</u> Proposer Conference will be held on Tuesday, May 22, 2012, 10:00 AM, at the Pico House, 400 North Main Street, Los Angeles, CA 90012	
Contract Term:	Twenty (20) years	
Good Faith Deposit:	Five thousand Dollars (\$5,000). Due at time of proposal submission.	
Proposer's Minimum Years of Experience:	Five (5) Years	
Approximate Gross Square Footage:	<u>Pico House –20,953 Square Feet</u> • 1st Floor - 5,682 Square Feet • 2nd Floor - 6,570 Square Feet • 3rd Floor - 6,342 Square Feet • Courtyard - 2,359 Square Feet <u>Hellman-Quon – 1,620 Square Feet</u>	
RFP Website:	http://www.ci.la.ca.us/ELP/ http://www.labavn.org/	

NOTICE INVITING PROPOSALS

El Pueblo de Los Angeles Historical Monument (Department) seeks qualified proposals that will reactivate the historic Pico House. Located steps from world-famous Olvera Street at El Pueblo de Los Angeles, a historic park that receives two million visitors annually, the three story Pico House comprises over 20,000 square feet of historic 19th Century architecture. Framed by the downtown skyline, the Pico House is near accommodations and attractions, including the Walt Disney Concert Hall, the Museum of Contemporary Art, and LA Live. Directly across the street from Union Station and at the congruence of the 101, 110, 5, and 10 freeways, the Pico House is easily accessible to greater Los Angeles. As an added bonus, proposers have the option of including the adjacent Hellman-Quon building (1,620 SF) in their proposal. Please note that the Hellman-Quon building may not be bid on exclusively. After securing a concessionaire for the Pico House and Hellman-Quon, the City will pursue occupancy for the two historic buildings adjacent to the Pico House (Merced Theater and Masonic Hall), currently vacant.



While the Department envisions a restaurant or retail ground floor use with office or studio space located on the second and third floors, the Department welcomes any and all suggested proposals that substantially comply with the requirements set forth herein and recognizes the Department's goal of securing a concessionaire for the Pico House and Hellman-Quon without affecting their historical integrity. The Department also recognizes that in most cases, these historic buildings no longer serve the purpose for which they were built. Therefore, the Department may accept proposals that present an adaptive approach that will allow for efficient contemporary uses while preserving and maintaining certain historical features of the properties. The Department is particularly interested in proposals that include an emphasis on **“active” ground floor** uses for the two buildings. The creativity exhibited in the provision of these amenities and services will be considered favorably as part of the selection

process.

The Pico House and Hellman-Quon may qualify for business incentives such as the recently enacted New Business Tax Holiday, the State Enterprise Zone and/or Federal Historic Preservation Tax Incentive Program. Funding resources may include the New Market Tax Credit program, a federal tax initiative designed to promote economic development in low-income communities. Other incentives or funding resources may apply. For more detailed information on incentives, please see Exhibit 3.

The Department operates five parking lots within the El Pueblo district as identified in Exhibit 1. In addition, the County of Los Angeles and Union Station operate parking lots adjacent to El Pueblo. The

City is not offering parking with this RFP, however if a Proposer is awarded a contract, monthly parking may be available through a separate transaction with the Department.

Only written proposals containing all of the requested information shall be considered. All complete proposals will be submitted to a review panel, which will consider and rank proposals based upon the selection criteria established in this RFP. All materials shall become a part of the proposal, and may be incorporated in any subsequent contracts between the Department and the selected proposer(s).

SUBMITTAL REQUIREMENTS

The Department is seeking innovative proposals and proposers are encouraged to be thoughtful and creative in their presentation of a vision for this unique opportunity.

Delivery of Proposal

The Department must physically receive the proposal by Friday, July 20, 2012, 3:00 p.m. Pacific Daylight Time. **Proposals will not be accepted thereafter.** Each Proposer must submit one (1) original and six (6) copies of their proposal, as well as one (1) electronic copy on CD or USB. Facsimile and email delivery methods will not be accepted.

Hand deliver or mail proposals to:

Pico House/Hellman-Quon RFP
El Pueblo de Los Angeles Historical Monument Department
125 Paseo de La Plaza, Suite 300
Los Angeles, CA 90012

Enclose all documents of the proposal in a sealed box or envelope. The title of the submittal and the name and address of the submitting organization must be clearly marked on the package exterior. Proposals submitted in response to this RFP will become the property of the City and will not be returned. Requests to review proposal submissions will be permitted after a concession agreement is awarded pursuant to this RFP.

PROPOSAL REQUIREMENTS

The Department is seeking clear and concise responses. Your proposal must fully describe your project, must respond to the sections below, and can include back up material, as needed.

1. Executive Summary

Provide an executive summary/cover letter with appropriate signatures. Describe your business, type of business (for profit/non-profit). Include all of your contact info: name, address, phone/fax numbers, and email addresses.

2. Proposed Development of the Property or Properties

Provide a statement of your business development concept and the types of business(s) for each floor and proposed building(s). If applicable, also describe how the activity and/or business to be conducted will offer special amenities to the building(s), activate the site(s), offer community benefits, and have minimal impacts upon the existing property.

The Proposer will be responsible for obtaining all necessary building permits and ensuring that all construction complies with the City of Los Angeles Building Codes, United States Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures and all other applicable laws and regulations. Acceptance of the proposal does not constitute approval of proposed capital improvements. Temporary water and power as well as lay down areas needed for the construction of the Capital Improvements will have to be provided by the Proposer(s). All laws must be complied with before the successful Proposer will be permitted to commence construction of any improvements or building occupancy. Compliance with the California Environmental Quality Act is also required.

3. Rental Offer

Proposers will be required to pay as monthly rent a guaranteed amount (Rental Guarantee). For restaurants or retail uses, Proposers will be required to pay a percentage of all gross receipts/sales in addition to the Rental Guarantee. Only market rate rental offers will be accepted. The rental amounts will increase annually based upon Consumer Price Index adjustments and will be reset to market every five years. The maximum term the City will enter into is 20 years.

The concessionaire will be required to pay a monthly non-negotiable common area maintenance fee of \$0.36/square foot. This fee, which varies from year to year, covers shared responsibility for custodial, security, maintenance, and landscaping of the outdoor common areas of El Pueblo.

4. Proposed Budget

Provide a budget and a clear description of scheduling development activities with clear milestones from pre-development to development (open for business) for each building(s), and

clear identification of the time needed for due diligence. The City expects businesses to operate within the first year after execution of the concession agreement. The City is aware that cost and complexity could cause delays, however all projects should be open for business by the 18th month. If the proposer believes that any deviation from this timeline is warranted, it should be clearly explained in the proposal.

5. Financial Capability

Provide a statement of the financial history and capability of the individual, group, organization or entity, as well as a plan for future financial viability. The statement should include an explanation of how the individual, group, organization, or entity plans to make rental payments, fund capital and concessionaire improvements, and/or maintain financial stability during the term of a contract.

6. Experience and Viability

Provide acceptable and adequate verification of the lawful existence, good standing, and past experience of the individual, group, organization, or entity submitting the proposal, as well as the authority of the agent or representative signing the proposal.

The Proposer must reveal the names of any and all partners, joint venturers, corporations, principals, consultants, firms, silent partners, "Doing Business As" (DBA), and investors related to, or associated with, the entity submitting the Proposal (collectively, "Affiliated Parties"). All Proposers and Affiliated Parties must be in good standing with the City and in compliance with all City laws and ordinances.

7. Mandatory City Forms

For additional forms to be included with the proposal and required by the City, see Exhibit 4.

8. Proposal Guarantee

The Proposal must be accompanied by a Proposer's Guarantee, bond, or cashier's check payable to the City of Los Angeles, El Pueblo de Los Angeles Historical Monument in the amount of FIVE THOUSAND DOLLARS (\$5,000), as a guarantee that, if the proposal is accepted, the Proposer will execute the concession agreement; and no proposal will be considered unless such proposal bond or cashier's check is enclosed therewith. The guarantee will be returned once an awardee has executed a contract.

SELECTION PROCESS

All proposers are required to attend a **mandatory pre-proposal** conference at the Pico House, 400 North Main Street, Los Angeles, California, 90012 on Tuesday, May 22, 2012 at 10:00 AM.

All complete proposals will be submitted to a review panel comprised of City staff. The review panel will consider and rank proposals and evaluate them under the following criteria:

- A. Proposed Development of the Property or Properties (40 points);
- B. Rental Offer (30 points);
- C. Financial Capability (20 points); and
- D. Experience and Viability (10 points).

After reviewing all proposals, the review panel will make a recommendation to the El Pueblo de Los Angeles Historical Monument Authority Commission (Commission). The Commission will hold a public hearing to select the recommended proposal. This recommendation must be approved by both the Los Angeles City Council and Mayor. Upon approval of a proposal by Council and the Mayor, a concession agreement will be negotiated and executed, which will also require Commission, Council, and Mayor approval. The City reserves the right to interview proposers or request them to present their proposal at a public hearing. The City additionally reserves the right to not select any of the proposals.

El Pueblo-the Birthplace of Los Angeles

El Pueblo de Los Angeles Historical Monument is near the site of the early Los Angeles pueblo where in September 1781 44 settlers of Native American, African, and European heritage journeyed more than 1,000 miles across the desert from present-day northwest Mexico and established a farming community.

The Department seeks to preserve El Pueblo's history and unique role as the symbolic heart of the City. Since the 1930s, this historic corridor has retained its commercial appeal and primarily houses Mexican-themed shops, restaurants and entertainment, attracting local and international visitors.

Today, 21 historic buildings remain; eleven have been restored and are open to the public as businesses or museums. Three museums are dedicated to interpreting the history of El Pueblo. These museums are the 1st Los Angeles Firehouse (1884), Chinese American Museum (1890), and Avila Adobe (1818). El Pueblo's museums attract more than 500,000 visitors annually. Across the street from El Pueblo, La Plaza de Cultura y Artes has recently opened in the newly renovated Vickrey Brunswick Building and Plaza House. This cultural



center celebrates the unique Mexican American experience in Los Angeles, and is an exciting addition to the El Pueblo neighborhood.

Pico House



The **Pico House** (Hotel) is the most prominent feature at El Pueblo and was constructed in 1869 for Pío Pico, the last governor of Alta California. Designed by architect Ezra F. Kysor, noted for his design of St. Vibiana Cathedral (1876), the Pico House was the first three-story hotel built in Los Angeles. The Pico Hotel had about eighty rooms, large windows, a small interior courtyard, and a grand staircase. Other uses over the last 120 years include a restaurant, bar, saloon, rooming house, store, billiard hall, apartment building, café, barber shop, and jeweler. The Pico House is listed on the National Register of Historic Places: NPS-

72000231. The Pico House offers approximately 20,953 square feet.

The entire Pico Block as it is known includes the Merced Theater and Masonic Hall. The properties are zoned PF1VL Public Facility and the location is listed as Los Angeles County Assessor Parcels numbered 5408-008-905; 5408-011-907 and 908. All utilities are to the site and the topography is level. Copies of Historic Structure Reports for Pico House and Hellman-Quon are available upon request.

Hellman-Quon

The **Hellman-Quon** Building was built in 1900 by Isaias Wolf Hellman on the former site of the Pio Pico adobe. Hellman, a prominent financier who established the Farmers and Merchants Bank of Los Angeles, sold the building to Moses Srere in 1920. In 1921, Quon How Shing, a businessman/community leader in Chinatown, bought the building and operated a Chinese store for more than thirty years. The Hellman-Quon building consists of approximately 1,620 square feet.



Notable Buildings Adjacent to the Pico House



Designed by Ezra F. Kysor and constructed by owner William Abbot in 1870, the **Merced Theater** was the first building built expressly for theatrical purposes in Los Angeles. When the theater opened, the ground floor was used as a saloon for the Pico House, the second floor was used as the theater, and the third floor was the residence of Mr. and Mrs. Abbot and their nine children. Other uses and occupancy include a wholesale fruit and liquor business, dry goods store, lodging house, dance hall, club, and hotel. The Merced Theater is listed on the National Register of Historic Places and designated as California Historical Landmark Number 171. The Merced Theater consists of approximately 10,618 square feet.

The **Masonic Hall** was built in 1858 by Perry and Woodworth for Los Angeles Lodge No. 42 of the Free and Accepted Masons of California. Built only eight years after Los Angeles was incorporated as a city, the Masonic Hall was a prominent structure as two-story buildings were rare at the time. Some of the uses from 1858-1952 other than a lodge or meeting hall included retail and clothing, lodging, restaurant, shoe repair, barber shop, pawn office, saloon, and athletic hall. The Masonic Hall consists of approximately 1,790 square feet, with an additional 1,505 square feet on the mezzanine/south deck. Currently, the Masonic Hall and Merced Theater provide access between both buildings.



Infrastructure Projects



In recent years, the City has made an extensive investment in preserving and improving El Pueblo. In 1999, the City commenced a \$28 million capital improvement program, including seismic stabilization and fire/life safety upgrades at the Pico House. Additionally, all systems were brought up to current code to improve disabled access to most of the buildings. Other improvements occurred along the surrounding streets and sidewalks. Recently, the puestos (kiosks) on Olvera Street were upgraded with new structures and utility improvements. The City is currently constructing a \$9 million interpretive center on Olvera Street for David

Alfaro Siqueiros' *America Tropical* (1932), which is expected to open in 2012 and attract additional visitors to the Monument. In 2014, a museum celebrating the Italian contribution to Los Angeles is expected to open in the historic Italian Hall (1907).

CHECKLIST

ITEMS TO BE INCLUDED IN PROPOSAL	
☐	One (1) Original Proposal, Six (6) Copies of the Proposal and one (1) copy on CD or USB memory stick.
☐	Executive Summary/Cover Letter with Appropriate Original Signatures
☐	Proposed Development of the Property or Properties
☐	Rental Offer
☐	Proposed Budget
☐	Financial Capability
☐	Experience and Viability
☐	Mandatory City Forms (See Exhibit 4)
☐	Proposal Guarantee

EXHIBITS

1. MONUMENT/PARKING MAP
2. PROTEST PROCEDURES
3. BUSINESS INCENTIVES AND FUNDING RESOURCES
4. MANDATORY CITY FORMS

EXHIBIT 1

MONUMENT MAP

with Parking Lot Detail

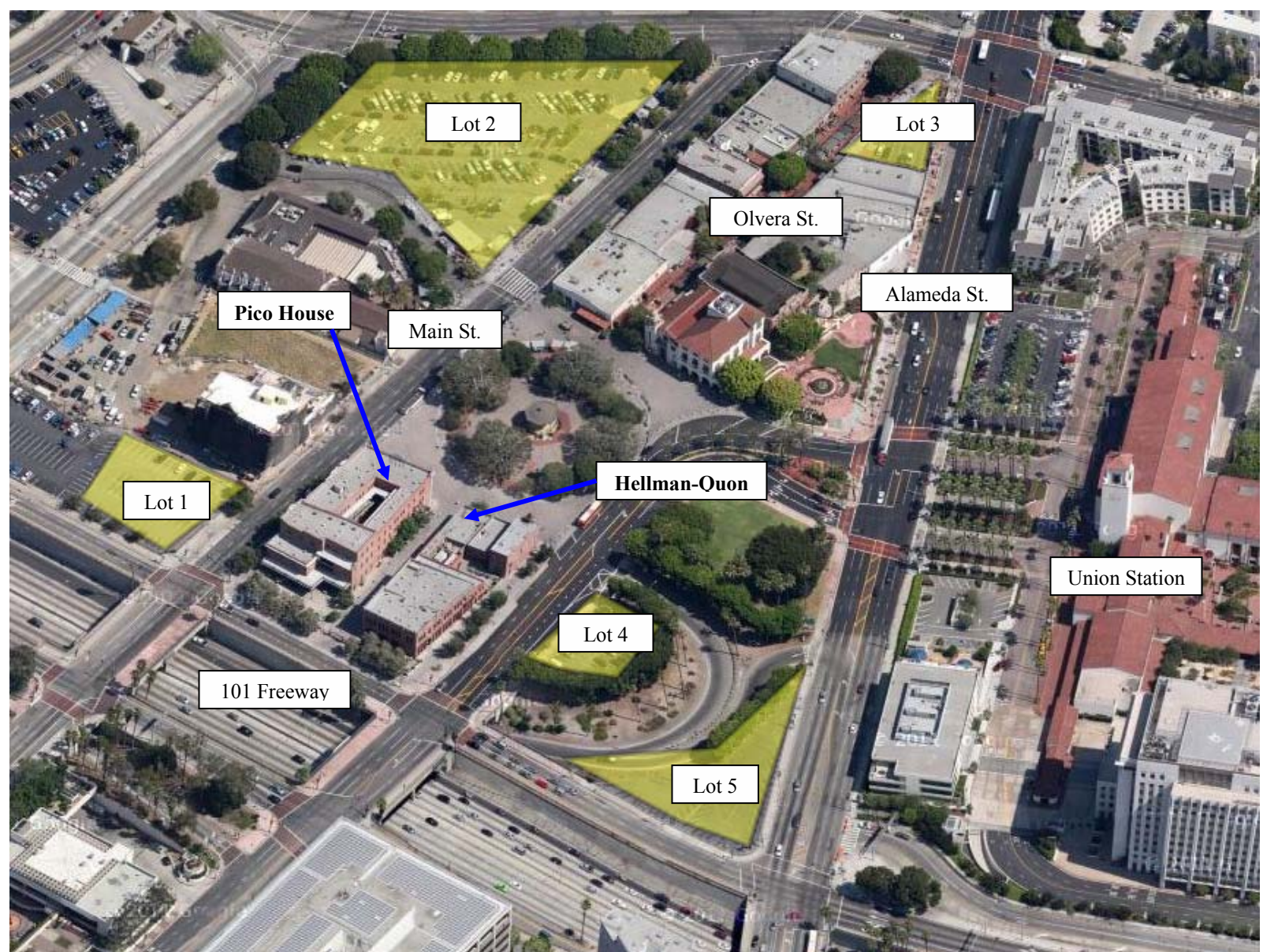


EXHIBIT 2

PROTEST PROCEDURES

- 1.1 Proposers will have the opportunity described herein to protest the recommendation of the award of the contract under this RFP. The procedures will enable the Department to ascertain the facts necessary to make an informed recommendation regarding the award of the contract. The protest procedures allow the final resolution of the protests to occur prior to the City's award of the contract.
- 1.2 Any procedure and time limits set herein are mandatory and are the sole and exclusive remedy in the event of protests. Failure to comply with these procedures shall constitute a waiver of any rights to further pursue the protest of any claim relating thereto, a claim under the Government Code of any other legal proceeding.
- 1.3 Any protest pertaining to the award of the RFP must be submitted in detail and in writing and received by the Department by 3:00 p.m. on the Fifth (5) business day after the mailing of the notice of bid recommendation to the proposers by the Department. The notice will be sent to all the bidders at the address on the bid proposal package.
- 1.4 The protest shall be plainly marked as a bid protest on the outside of the envelope and contain a full and complete statement specifying in detail the grounds of the protest and the facts in support thereof.
- 1.5 All protests must be in writing and received by the Department by 3:00 p.m. on the Fifth (5) business day after the mailing of the notice of bid recommendation to:

Pico House/Hellman-Quon RFP Protest
Attention: Robert Andrade, General Manager
El Pueblo de Los Angeles Historical Monument Department
125 Paseo de la Plaza, Suite 300
Los Angeles, CA 90012

- 1.6 All protests must include the following information:
 - 1.6.1 The name, address, and telephone number of the protesting party, as well as the person representing the protesting party;
 - 1.6.2 The name of this RFP;
 - 1.6.3 A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents;

1.6.4 Statement as the form of the relief requested

- 1.7 The party filing the protest must provide twenty (20) copies of the protest to the Department for transmission by the Department to other parties with a direct financial interest in the outcome of the protest (including, but not limited to, other proposers), as well as to members of the El Pueblo de Los Angeles Historical Monument Commission Authority.
- 1.8 The City will consider only those protests by or against any Proposer who appears to have substantial and reasonable prospect of receiving an award if the protests are denied or sustained, as applicable.
- 1.9 Protests meeting the criteria detailed above will be submitted to the El Pueblo de Los Angeles Historical Monument Commission Authority for final determination. The protests will be considered at a public session of the El Pueblo de Los Angeles Historical Monument Commission Authority. Protesters will be notified of the time, date and location of the meeting of the El Pueblo de Los Angeles Historical Monument Commission Authority at which the protests will be considered. Protesters will be given the opportunity to present their arguments to the El Pueblo de Los Angeles Historical Monument Commission Authority. The El Pueblo de Los Angeles Historical Monument Commission Authority will consider the protests, adopt findings and make the final determination regarding the protests prior to, but at the same public meeting at which, the El Pueblo de Los Angeles Historical Monument Commission Authority recommends the award of the contract under this RFP.

EXHIBIT 3

Business Incentives and Funding Resources

New Business Tax Holiday

The Business Tax Holiday will exempt any New Business from paying the Gross Receipts Tax for the first three (3) years of operation. The holiday is designed to create a more competitive business environment in the City of Los Angeles. The City's business tax can be burdensome for many companies as they start out and the holiday allows companies the opportunity invest the tax savings to help ensure profitability and growth.

ELIGIBILITY

A business that establishes a new fixed location within the City and is not owned, in whole or in part, by a person that was engaged in business in the City in the immediately preceding tax year, is a "New Business" that shall be exempt from taxes for the first three (3) years of operation. The Business Tax Holiday does not apply to "new locations" of existing businesses or chains. Exemption applies to any new business beginning operations in the City between 1/1/2010 and 12/31/2012.

BENEFITS

New Business is exempt from paying the City of Los Angeles Gross Receipts Tax (i.e. Business Tax) for the first three (3) years of operation.

For more information, please visit <http://finance.lacity.org/content/NewBusinessExemptionFAQ.htm>

State Enterprise Zone

The historical sites described herein are located within the East Los Angeles State Enterprise Zone (SEZ). A State Enterprise Zone is an economic incentive area designed to stimulate business growth and provide job opportunities in economically disadvantaged areas.

Benefits may include:

- A business can earn a hiring credit worth up to **\$37,440** over five years for each qualified employee hired and retained by an SEZ business. There are 13 ways in which an employee can qualify.
- A tax credit for **100%** of the sales or use tax for the purchase of qualifying machinery, machinery parts and depreciable equipment can be claimed.
- Tax free interest for lenders who make loans to Enterprise Zone businesses.
- **100%** of Net Operating Losses by SEZ businesses may be carried forward for up to 15 years.
- The Department of Water and Power offers a **five-year electric rate discount** to businesses newly

located in an SEZ, or existing customers in such zones who increase energy consumption by 35%. Reductions over the five-year period are based on a predetermined schedule ranging from 10%-35% per year.

For more information, please visit http://cdd.lacity.org/bus_statecred.html

New Markets Tax Credit

The New Markets Tax Credit (NMTC) program is a federal tax initiative designed to promote economic development in low-income communities. The historic sites described herein are located in a qualifying census tract. The program is administered by the Community Development Financial Institution Fund and the Internal Revenue Service, who provide NMTC allocations to certified Community Development Entities (CDEs).

The Los Angeles Development Fund (LADF), the City of Los Angeles' CDE, has a \$75 million allocation of NMTC, which it sells to investors in exchange for cash. The money raised from investors is used to provide low-cost financing to developers to build qualified projects in low income communities. Equity generated from the sale of a NMTC allocation can fill the financing gap on eligible projects and can often cover up to 20 percent of a project's total development costs. **Terms of gap financing are significantly below market.**

ELIGIBILITY

LADF will invest all of its allocation in real estate development projects located in low-income communities. LADF will prioritize those projects that generate maximum community and economic benefits (i.e. high quality jobs, sustainable building and operations, community services, sales taxes, business license taxes, property tax increment).

LADF has the flexibility to invest in a wide range of project types, including retail, office, industrial, mixed-use, community facilities and health care facilities. Ineligible activities include 100 percent residential rental property, golf courses, racetracks, gambling facilities, country clubs, massage parlors, hot tub facilities, suntan facilities, farming businesses, adult-oriented business and stores where the principal business is the sale of alcoholic beverages.

BENEFITS

NMTC can fund approximately 20% of a qualifying project's total cost at terms substantially below market. This can lower the blended cost of the developer's capital stack.

PROCESS

Because the program funds gaps in financing, NMTC is typically the last piece of the capital stack. Although LADF staff is available to educate potential developers and to help them determine if their project qualifies for NMTC, LADF will not provide a commitment to provide NMTC until the project is shovel ready and commitment for all other financing has been received by the developer.

For more information, please visit <http://www.crala.org/internet-site/Other/NEW-MARKETS-TAX-CREDIT-PROGRAM.cfm>

Federal Historic Preservation Tax Incentives Program

Some of the historic sites described herein may qualify for the Federal Historic Preservation Tax Incentives Program that if applicable, could provide a 10% - 20% tax credit.

For more information, please visit <http://www.nps.gov/hps/tps/tax/incentives/index.htm>

*** Other incentives and/or funding resources may apply.**

EXHIBIT 4

Mandatory City Forms

ADDITIONAL FORMS REQUIRED BY THE CITY TO BE INCLUDED WITH PROPOSAL			
	<u>Form Title</u>	<u>Form Number</u>	<u>Instructions</u>
☐	Service Contractor Worker Retention Ordinance (SCWRO) and Living Wage Ordinance	Forms SCWRO-EIF, OCC/SCWRO-2, OCC/LW-10	REQUIRED. Fill out and return completed forms.
☐	Nondiscrimination – Equal Employment Practices – Affirmative Action	Forms A-1 , A-2, A-3, A-4, A-5, A-6 & A-7	REQUIRED. Fill out and return completed forms. In lieu Form A-7, Bidder/Proposer may submit its own Affirmative Action Plan.
☐	Equal Benefits Ordinance Compliance Form	OCC/EBO-1 (Rev. 06/06)	REQUIRED. Fill out and return completed form. Supporting documentation required if selected for an award of a contract. (Refer to Form OCC/EBO-8 for some examples of documentation used to verify compliance with the City’s EBO.)
☐	Application For Reasonable Measures Determination – Cash Equivalent Compliance	OCC/EBO-2 (Rev. 06/06)	REQUIRED only if Bidder/Proposer is requesting to comply with the City’s EBO by paying a cash equivalent. Fill out and return completed form with completed Form OCC/EBO-1. Supporting documentation required if selected for an award of a contract.
☐	Application For Provisional Compliance With The Equal Benefits Ordinance	OCC/EBO-3 (Rev. 06/06)	REQUIRED only if Bidder/Proposer is requesting additional time to comply with the City’s EBO. Fill out and return completed form with completed Form OCC/EBO-1. Supporting documentation required if selected for an award of a contract.
☐	Living Wage Ordinance Application For Non-Coverage Or Exemption	OCC/LW-10, 26A, 26B (Rev. 06/06)	REQUIRED only if Bidder/Proposer and/or Subcontractor is/are applying for an applicable exemption. Fill out and return completed form.
☐	Compliance with Los Angeles Municipal Lobbying Ordinance	CEC Form 50	REQUIRED. Bidder Certification form. Fill out and return. (LAMC §48.09). http://ethics.lacity.org/forms.cfm
☐	Non-Profit/One-Person Contractor Certification Of Exemption From Living Wage	OCC/LW-13 (Rev. 06/08)	REQUIRED only if Bidder/Proposer is applying for an applicable exemption. Fill out and return completed form.
☐	Non Collusion Affidavit	Rev. 10/10	REQUIRED. Fill out and return completed form.
☐	Statement Regarding Additional Data	Rev. 10/10	REQUIRED. Fill out and return completed form.
☐	Los Angeles Residence Information	Rev. 10/10	REQUIRED. Fill out and return completed form.
☐	Certification of Compliance with Child Support Obligations	Rev. 10/01	REQUIRED. Fill out and return completed form.
☐	Contractor Responsibility Questionnaire	Responsibility Questionnaire	REQUIRED. Fill out and return completed form. (Rev. 5/10/02)
☐	Bidder Contributions	CEC Form 55 April 2012	REQUIRED. Bidder Contribution form. Fill out and return. (LAMC §48.09). http://ethics.lacity.org/forms.cfm



As both a premier public historic destination and a department of the City of Los Angeles, El Pueblo Historical Monument, through the effective management of its commercial, historical and cultural resources, supports, promotes, safeguards and preserves the City's birthplace and heritage by celebrating our diversity and traditions with community events and educational programs for all people to enjoy.