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**DATE: December 21, 2023**

**SUBJECT: ADDENDUM #1**

**REQUEST FOR PROPOSALS: HISTORICAL ASSET DIGITIZING  
SERVICES, RAMP ID # 208524**

**FROM: Felicia Ansley, Contract Administrator**

In order to assist prospective proposers with developing their response to the aforementioned Request for Proposals (RFP), the Construction Division will conduct site tours of the Port of Los Angeles Materials Testing Laboratory (Test Lab) where the Assets are located.

Please note the following important information:

- Proposers must make an appointment with Fernanda Alves at the Test Lab at least 24 hours in advance. Please e-mail Fernanda at [falves@portla.org](mailto:falves@portla.org).
- The address of the Test Lab will be disclosed when you receive a site tour appointment confirmation.
- Site tours will be conducted **between the hours of 1:00 p.m. and 4:00 p.m.** Pacific Time on the following dates:
  - Wednesday, January 3, 2024
  - Thursday, January 4, 2024
  - Wednesday, January 10, 2024
  - Thursday, January 11, 2024
  - Wednesday, January 17, 2024
  - Thursday, January 18, 2024
- Site tours will be limited to a maximum of four (4) visitors at one time.
- Site tours will be limited to thirty (30) minutes.
- Do not bring any written materials to the site tour (company brochures, informational packets, white papers, etc.). Additional written material will not be considered in connection with this RFP, per Section 3.2.

Fernanda Alves should only be contacted for the purpose of scheduling a site tour at the Test Lab. **All questions** regarding the RFP and/or the scope of work must be submitted, in writing, exclusively to Felicia Ansley at [fansley@portla.org](mailto:fansley@portla.org) before 3:00 p.m. on January 25, 2024. Questions regarding the RFP and/or the scope of work will **not** be answered by POLA staff during the site tour.