



**County of Los Angeles Department
of Parks and Recreation**



**Request for Statement of
Qualifications (RFSQ) for
Special Event Services
RFSQ# DPR-
SPECIALEVENTS-2018**

**Addendum Number 1
April 22, 2019**

Pursuant to Section 1.8, County's Rights and Responsibilities, for the above referenced Request for Statement of Qualifications (RFSQ), the County of Los Angeles Department of Parks and Recreation hereby amends the subject RFSQ to clarify certain information and to provide additional material.

The changes to the RFSQ are as follows:

1. Refer to Section 1.1 – Scope of Work of the RFSQ. Delete in its entirety and replace with the following (changes are in red):

Section 1.1 Scope of Work

The County of Los Angeles (County), Department of Parks and Recreation (Department), is seeking qualified Vendors to enter into a Master Agreement with the County to book, produce, and promote Special Events such as concerts, festivals and fairs, trade shows/conventions, cultural events, celebrations, large scale sports events, and circus/carnivals on particular park grounds and on particular dates to provide recreational and health benefits to the local community and the residents of County of Los Angeles..

The purpose of this Request for Statement of Qualifications (RFSQ) is to ensure that the Department has Master Agreements in place with a qualified pool of organizations to provide the requested services for five (5) years with an option to extend for an additional 5-year period on an as-needed basis. The Department currently maintains 182 parks

throughout the County of Los Angeles. Appendix M-3 lists parks that are available under this RFSQ. The County reserves the right add and/or delete parks and facilities from this RFSQ.

This Special Events RFSQ consists of the following categories that a Vendor may qualify for. When the Department announces specific locations and specific dates for future special events, a Special Event Work Order Solicitation will be released to Vendors in the categories for which they have been prequalified.

Vendors may seek to qualify in one or more of the following categories:

1.1.1 Entertainment Special Events

1.1.2 Sports Special Events

1.1.3 Commercial Special Events

Additional Information on Categories is available in Appendix M-2. The County reserves the right add and/or delete Categories from this RFSQ. A schedule for upcoming Special Event Work Order Solicitations is listed on Appendix M-3.

2. Refer to Item 1.4.2 of Section 1.4 - Vendor's Minimum Qualifications. Delete in its entirety.
3. Add Section 1.5 – New Firm Eligibility.

Section 1.5 – New Firm Eligibility

Vendors may submit a SOQ even if the company has not met the minimum number of years required in Section 1.4 above. Vendors may qualify if the company's principals, partners or officers personally meet the minimum qualifications from previous organizations. Vendors must explicitly state that they are seeking to qualify under this Section.

4. Refer to Subsection 1.6.2 of the RFSQ. Delete in its entirety and replace with the following (changes are in red):

1.6.2 Upon the Department's execution of these Master Agreements, the qualified

Vendors will be solicited under competitive conditions to provide proposals for as-needed special events under specific Special Event Work Order Solicitations to be issued by the County. Special Event Work Order Solicitations shall include a Scope of Special Event (SOSE) which shall describe in detail the particular event and the parameters required for the event to be successful. A Schedule of Revenue Sharing Parameters, Fees, and Cost Reimbursement requirements will be specified on each individual Special Event Work Order Solicitation. **Note:** The execution of a Master Agreement does not guarantee a Vendor any minimum amount of business.

5. Refer to Appendices M1 through M3. Delete in its entirety and replaced with attached revised Appendices M1 through M3.

Note that the changes made to the solicitation have been incorporated in the revised RFSQ posted on April 22, 2019.