



County of Los Angeles
Department of Parks and Recreation



Request for Statement of Qualifications (RFSQ)
for
Special Events Services

RFSQ Number: DPR-SPECIALEVENTS-2018

Addendum Number Two
November 6, 2025

This Addendum Number Two to the RFSQ for Special Events Services, Number DPR-SPECIALEVENT-2018, which was released on November 8, 2018. Addendum Two contains updates as indicated below.

Pursuant to Section 1.8, County Rights and Responsibilities, the County of Los Angeles Department of Parks and Recreation hereby amends this RFSQ to update the following information:

For ease of reading, stricken text indicates deleted language. Bold and underlined text indicates added language to the RFSQ.

- I. Refer to RFSQ, Section 1.0, GENERAL INFORMATION, Subsection 1.1, Scope of Work, is deleted in its entirety and replaced with the following:

1.0 GENERAL INFORMATION

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, **but not limited to**, 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 **to** 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 to add and/or delete Categories from this RFSQ. A schedule for upcoming Special Event Work Order Solicitations is listed on Appendix M-3.

- II. Refer to RFSQ, Section 1.0, GENERAL INFORMATION, Subsection 1.9, Contact with County Personnel, is deleted in its entirety and replaced with the following:

All contact, questions, and submittal of Statement of Qualifications (SOQ) regarding this RFSQ must be in writing and may be mailed or e-mailed as follows:

Maream Kbdzhyan, Contract Analyst
County of Los Angeles Department of Parks and Recreation
Contracts and Procurement Division
1000 South Fremont Avenue, Unit # 40
Building A-9 West, 2nd Floor
Alhambra, CA 91803
Email: mkbdzhyan@parks.lacounty.gov

- III. RFSQ, Appendix M-3, Locations/Schedule is deleted in its entirety and replaced as attached to update Special Events Work Order Solicitation release schedule.

We look forward to receiving your SOQ. Follow this link to RFSQ and other related documents: [Solicitation Search – Doing Business With](#)

Thank you,

Contracts and Procurement Division

<u>REVISED</u> Appendix M-3: Locations/Schedule	
County of Los Angeles Parks	Address
Castaic Lake Recreation Area	32132 Castaic Lake Dr., Santa Clarita, CA 91390
Frank G. Bonelli Regional Park	120 Via Verde Park Rd., San Dimas, CA 91773
Santa Fe Dam Recreation Area	15501 E. Arrow Highway, Baldwin Park, CA 91706
Whittier Narrows Recreation Area	750 S. Santa Anita Ave., South El Monte, CA 91733

Special Events Work Order Solicitations (WOS), for the above listed locations and for all categories listed in Appendix M-2, Categories, will be released annually between the months of January and February for events to be held from the release of the WOS through December 31st of the release year.

~~Below is the schedule for the release of Special Event Work Order Solicitations for the Entertainment Special Events category for the locations listed above:~~

- ~~• June 30, 2019 for all Spring 2020 events (March 2020 — May 2020);~~
- ~~• September 30, 2019 for Summer 2020 events, (June 2020 — August 2020), and~~
- ~~• October 31, 2019 for Fall 2020 events (September 2020 — October 2020)~~

Each Special Events Work Order Solicitation will also include more information about Black-Out dates, where a location may not be available for a particular date or period.

~~The Department is planning to start monthly Special Event Work Order Solicitations for Entertainment Special Events as of August 2019 for dates and locations still available for Spring 2020 events~~