



County of Los Angeles  
Department of Parks and Recreation



Request for Statement of Qualifications (RFSQ)  
for  
As-Needed Consultant Services

RFSQ Number: DPR-RFSQ-ASNC-2025

Addendum Number One

August 14, 2025

This Addendum Number One to the RFSQ for As-Needed Consultant Services, Number DPR-RFSQ-ASNC-2025, which was released on July 23, 2025, contains updates as indicated below.

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

I. Section 1.0, SOLICITATION INFORMATION TIMELINE

|                                                    |                                                                                                               |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| RFSQ Release Date                                  | Wednesday, July 23, 2025                                                                                      |
| RFSQ Contact                                       | Maream Kbdzhyan, via email:<br><a href="mailto:mkbdzhyan@parks.lacounty.gov">mkbdzhyan@parks.lacounty.gov</a> |
| Solicitation Requirements Review (SRR) Request Due | Wednesday, August 6, 2025, 5:00 PM, PT                                                                        |
| Written Questions Due                              | Wednesday, August 13, 2025, 5:00 PM, PT                                                                       |
| Questions and Answers Released via Addendum        | Thursday, August 21, 2025                                                                                     |
| MS SharePoint Registration Deadline                | <del>Friday, August 15, 2025</del><br><b><u>Tuesday, August 27, 2025, 2:00 PM, PT</u></b>                     |
| <b><u>Initial</u></b> SOQ's Due                    | <del>Friday, August 29, 2025, 12:00 PM, PT</del><br><b><u>Friday, September 12, 2025, 12:00 PM, PT</u></b>    |

| <b><u>Subsequent SOQ's Due</u></b> | <b><u>Open solicitation until closed by the Department of Parks and Recreation.</u></b>                                                                                                                                                                               |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Anticipated Master Agreement Term  | Initial term of three (3) years with the option to extend for up to two (2) additional one-year periods and a month-to-month extension for a period of time not to exceed (6) months, for a maximum total Master Agreement term of five (5) years and six (6) months. |

## II. Section 7.0, STATEMENT OF QUALIFICATION (SOQ) REQUIREMENTS

### 7.6 SOQ Submission

SOQs must be submitted as follows:

#### **Electronic Submission**

SOQ must be submitted by the date and time listed in Section 1.0 (Solicitation Information Timeline), via electronic submission to the Department's SharePoint folder using the naming convention as follows:

#### **As Needed Consultant Services - Name of Firm - Name of Category**

For instructions on how to upload your firm's SOQ, refer to Appendix E (SharePoint Online Submission Instructions). The Vendor will be required to register their firm with the Department to receive access to upload their SOQ file. The deadline to submit your firm's registration is Friday, August 15, 2025  
**Tuesday, August 27, 2025, 2:00 PM. PT.**

## III. Section 8.0, SOQ REVIEW/SELECTION/QUALIFICATION PROCESS

### 8.8 Selection/Qualification Process

The County reserves the sole right to judge the contents of the SOQs submitted pursuant to this RFSQ and to review, evaluate, and select the successful SOQs. The review process will begin with receipt of the SOQs on Thursday, August 28, 2025 **Friday, September 12, 2025**. Evaluation of the SOQs will be made by an Evaluation Committee selected by the Department. The Committee will evaluate all SOQs and will use the evaluation approach described herein to select prospective Consultants. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation, as-needed. If more than six (6) proposals are received in any given service category, the Department will select the top six (6) scoring SOQs for recommendation for award of a Master Agreement; however, the Department may choose to increase or decrease the number of awarded Master Agreements based on the Department's needs, per Section 2.1.1 of this RFSQ.

**IV. RFSQ, Appendix E, MS SharePoint Online Submission Instructions are updated as follows:**

1. Complete the SharePoint Registration Form, Appendix E1, and submit it as follows:

To: Maream Kbdzhyan at [mkbhzyan@parks.lacounty.gov](mailto:mkbhzyan@parks.lacounty.gov)  
**mkbdzhyan@parks.lacounty.gov**

CC: A'lana White at [awhite2@parks.lacounty.gov](mailto:awhite2@parks.lacounty.gov)

2. The Department will send an email notification to the email address provided with access to a SharePoint folder with your firm's name listed.

3. To access the folder, follow the SharePoint Online and OneDrive Guest Users Guide (Appendix E2) online authentication instructions.

\*Please note: to authenticate you may need to use two separate devices, one of which will be used to download the Multifactor Authentication Application.

4. Once email address is authenticated, your firm will have access to the SharePoint folder.

5. Upload firm's SOQ to the shared folder. SOQ must be titled as follows:

**As Needed Consultant Services - Name of Firm - Name of Category**

**V. RFSQ, Appendix E, MS SharePoint Online Submission Instructions, Exhibit E1, MS SharePoint Registration Form is deleted and replaced in its entirety as attached to include the Graphic Communications Service Category and to add the secondary email contact for MS SharePoint Registration.**

Please note, Vendors who have already submitted the MS SharePoint Registration form, received confirmation and do not want to add a secondary contact, do not need to resubmit the form.

If you need to update your MS SharePoint Registration form with additional information, please resubmit the form and indicate "**REVISED**" in the top header of the registration form and in the subject line of your email.

Initial round of SOQs are due on Friday, September 12, 2025, 12:00 PM, PT. We look forward to receiving your submission.

Thank you,

Contracts and Procurement Division

**Revised MS SharePoint Registration Form**

Complete and email this form to Maream Kbdzhyan at [mkbdzhyan@parks.lacounty.gov](mailto:mkbdzhyan@parks.lacounty.gov) and A'lana White at [awhite2@parks.lacounty.gov](mailto:awhite2@parks.lacounty.gov). Please note shared mailboxes, distribution and/or alias email addresses are not supported by Microsoft SharePoint Online. The deadline to submit this Registration Form is Tuesday, August 27, 2025, 2:00 PM, PT.

**Vendor's Name:** \_\_\_\_\_

**Vendor's Primary Contact Name:** \_\_\_\_\_

**Vendor's Primary Contact Phone Number:** \_\_\_\_\_

**Vendor's Primary Email Address:** \_\_\_\_\_

**Vendor's Secondary Contact Name:** \_\_\_\_\_

**Vendor's Secondary Email Address:** \_\_\_\_\_

**Service Category:**

Please check the box of the Service Category your company is applying for, select all that apply.

☐ Planning Services

☐ Construction – Cost Management Services

☐ Landscape Architecture Services

☐ Real Estate Services

☐ Civil Engineering Services

☐ Community Engagement Services

☐ Environmental Services

☐ Graphic Communications Services

☐ Architecture Services

☐ Public Relations and Marketing Services

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**To be completed by Parks and Recreation Staff:**

Date Registration Form Received: \_\_\_\_\_

Date Shared Folder Created: \_\_\_\_\_

Date Shared Folder Sent to Vendor: \_\_\_\_\_