



**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 Three
August 26, 2025**

This is Addendum Number Three to the Request for Statement of Qualifications (RFSQ) for As-Needed Consultant Services, which was released on July 23, 2025. Addendum Three contains updates as indicated below and responses to written questions that were submitted prior to the August 13, 2025, 5:00 PM, PT deadline.

Pursuant to Section 4.2, County's Right to Amend RFSQ, 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 and bold and underlined text indicates added language to the RFSQ.

I. Section 3.0, Minimum Mandatory Requirements

3.6 Vendor must provide proof of relevant work experience for each specified Service Category on Exhibit 14, Work Sample Form of Appendix B (Required Forms). For each Service Category, the Vendor shall submit between three (3) and ten (10) representative public works, public park, or public realm projects or work assignments completed within the past five (5) years, including at least one (1) completed within the past three (3) years. Each submission must include:

- A detailed description of the project or work assignment, including the general scope, the consultant's specific role and scope of services, contractual value in dollars, and the dates of service.
- Deliverable work product samples that clearly demonstrate the nature and quality of the services provided. These samples may be partial or edited for brevity, provided they sufficiently represent the work.
- Client references for each project.

The Vendor must clearly specify whether the work experience reflects that of the Prime Consultant or a listed Subconsultant. ~~Across all Service Categories~~ **For each Service Category**, the total number of submitted work samples must not exceed ten (10) projects. All work samples must be provided on the Work Sample Form. No hyperlinks or samples over ten (10) will be accepted.

3.7 ~~The Vendors~~ **for Service Categories A through I**, must have a business office located within the County of Los Angeles, **or adjoining counties, including Riverside County**. The address to the business office must be included in Exhibit 1, Organization Questionnaire/Affidavit of Appendix B (Required Forms). For the purpose of this ~~proposal~~ **SOQ**, “business office located within the County of Los Angeles, **or adjoining counties including Riverside County**” shall be defined as a commercial (not home-based) office operated within the confines of the Los Angeles County, **Ventura County, Kern County, San Bernardino County, Orange County, or Riverside County**, within the last two complete calendar years. The Vendor must be able to provide the requested services with staff based out of its local office. No travel, relocation, mileage, or make-ups on expenses will be reimbursed under this Master Agreement.

3.9 **Vendors for Service Category J, Public Relations and Marketing Services, must have an administrative business office located within the County of Los Angeles, or adjoining counties, including Riverside County. The address to the business office must be included in Exhibit 1, Organization Questionnaire/Affidavit of Appendix B (Required Forms). For the purpose of this SOQ, “business office located within the County of Los Angeles, or adjoining counties, including Riverside County” shall be defined as an office (home-based is acceptable) operated within the confines of the Los Angeles County, Ventura County, Kern County, San Bernardino County, Orange County, or Riverside County, within the last two complete calendar years. No travel, relocation, mileage, or make-ups on expenses will be reimbursed under this Master Agreement.**

II. Section 7.0, Statement of Qualification (SOQ) Requirements

Section B must be titled “Required Forms” and must include the following forms, except where noted, and signed/dated where applicable (All completed forms must be included in ~~Appendix~~ **Section** B, Required Forms only).

- | | |
|-----------|--|
| Exhibit 1 | Organization Questionnaire/Affidavit |
| Exhibit 2 | Certification of Compliance |
| Exhibit 3 | Request for Preference Consideration |
| Exhibit 4 | Debarment History and List of Terminated Contracts |
| Exhibit 5 | Community Business Enterprise (CBE) Information |
| Exhibit 6 | Minimum Mandatory Requirements |
| Exhibit 7 | List of Public Entities |
| Exhibit 8 | List of References |
| Exhibit 9 | Contribution and Agent Declaration Form |

- Exhibit 10 Consultant Fee Schedule
 - Exhibit 11 Intentionally Omitted
 - Exhibit 12 Services Team Structure
 - Exhibit 12.1 Subconsultant Acknowledgement Form
 - Exhibit 13 Valid Licenses
 - Exhibit 14 Work Sample Form
 - Exhibit 15 Business Size Enterprise Category Form
 - Exhibit 16 Subconsultant Documents and Forms Checklist
 - Exhibit 17 Declaration
- III. Responses to written questions received prior to the August 13, 2025, 5:00 PM, PT deadline are attached hereto, Attachment I.
- IV. **RFSQ, Appendix B, Exhibit 6, Minimum Mandatory Requirements**, is deleted and replaced in its entirety as attached hereto, to update the revisions stated in Section I of this Addendum.
- V. **RFSQ, Appendix B, Exhibit 7, List of Public Entities**, is deleted and replaced in its entirety as attached hereto, to allow a **maximum of 12 contracts** to be listed.
- VI. **RFSQ, Appendix B, Exhibit 10, Consultant Fee Schedule**, is deleted and replaced in its entirety as attached hereto, to include "**Provide Fee Schedule on Prime Consultant's Letterhead.**"
- VII. **RFSQ, Appendix B, Exhibit 12(C), Civil Engineering Services**, is deleted and replaced in its entirety as attached hereto.
- VIII. **RFSQ, Appendix B, Exhibit 12(D), Environmental Services**, is deleted and replaced in its entirety as attached hereto.
- IX. **RFSQ, Appendix B, Exhibit 14, Work Sample Form**, is deleted and replaced in its entirety as attached hereto.

Failure to address the requirements of this Addendum may result in the SOQ not being considered, as determined in the sole discretion of the County. Should you have any questions relating to this Addendum, please contact Ms. Maream Kbdzhyan at mkbdzhyan@parks.lacounty.gov. No additional questions will be answered.

Initial round of SOQs are due on Wednesday, September 17, 2025, 12:00 PM, PT. We look forward to receiving your SOQ.

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SOQ Submission Process and Deadlines

1	Question	How do I bid for these titles?
	Answer	Refer to RFSQ, Section 7.0, Statement of Qualification Requirements, Subsection 7.6, SOQ Submission for SOQ submission process.
2	Question	Our firm is interested in submitting qualifications in multiple categories and would like to confirm that we must submit completely separate SOQ packages for each category that contain all the required qualifications even if the information is the same and repeated in each category? Please confirm that we are not to submit 1 SOQ package with quals included for multiple categories.
	Answer	Yes, Vendor shall/must submit one SOQ per Service Category with all the required documentation/qualifications per Service Category vendor is applying for.
3	Question	In Section 1.0, the timeline says SOQs are due Friday, August 29, 2025 at 12:00 pm PT. However, the sonification details provided on the LA County Solicitations portal says the close date is continuous. Could you please confirm if SOQs are indeed due on August 29th or if we can submit after that time?
	Answer	Per Addendum Number Two, initial SOQs are due on Wednesday, September 17, 2025, 12:00 PM, PT. Yes, SOQs can be submitted after the initial due date.
4	Question	The due date in the RFSQ is given as August 29; however, in the online portal, the close date is given as "Continuous." Please confirm whether the County will accept submittals after the August 29 date.
	Answer	Per Addendum Number Two, initial SOQs are due on Wednesday, September 17, 2025, 12:00 PM, PT. SOQs can be submitted after the initial due date until the end of the Master Agreement Term. However, there is no guarantee that SOQs submitted after the initial due date, September 17, 2025, will be considered. Refer to RFSQ Section 7.0 SOQ Requirements, Subsection 7.6 SOQ Submission, states, "SOQs received after the initial round of evaluations has closed will be evaluated on an intermittent basis until the Department's needs are met."
5	Question	We reviewed the requirements for RFSQ#: DPR-RFSQ-ASNC-2025 and would like to know the important deadline for submitting all documents. Please let us know what we need to submit and when to submit.

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	Answer	Refer to RFSQ Addendum Two, Section 1.0, Solicitation Information Timeline for important deadlines. Refer to RFSQ, Section 7.0, Statement of Qualification Requirements, Subsection 7.4 Preparation and Format of the SOQ for submission requirements.
6	Question	Would the County consider extending the proposal deadline from August 29th to September 19th? With the August 21st Q&A release date, there will be insufficient time to adjust our team and/or proposal.
	Answer	SOQ due date has been extended to Wednesday, September 17, 2025, 12:00 PM, PT. Refer to RFSQ Addendum Two, Section 1.0, Solicitation Information Timeline.
7	Question	Given the current timeline—with the Q&A released on August 21 and a submission deadline of August 29—there may be limited time for consultants to incorporate the County's responses into our SOQs. Would the County consider extending the SOQ deadline to allow adequate time for revisions following the release of the Q&A?
	Answer	Asked and answered. Refer to Answer for Question 6.
8	Question	Can you please extend the due date of the proposal? We want to make sure we have adequate time to address all items in the Addendum.
	Answer	Asked and answered. Refer to Answer for Question 6.
9	Question	Section 1.0 of the RFQ notes that the deadline for submittals is August 29th. However, on the vendor portal, the close date says "continuous." Could you confirm if there is a deadline for submitting an SOQ, or is the County accepting submittals on a continuous basis? If the former, would the County consider extending the submittal deadline?
	Answer	Asked and answered. Refer to Answer for Question 4.
10	Question	Per the Solicitation Information Timeline on page 1, the County does not intend to respond to questions until August 21st, just 7 business days before SOQs are due. Would the County consider a deadline extension?

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	Answer	Asked and answered. Refer to Answer for Question 6.
11	Question	8.8 Selection/Qualification Process (Page 28) Are the SOQs due on Friday the 29th or Thursday the 28th?
	Answer	Asked and answered. Refer to Answer for Question 3.
12	Question	We focus on creating short explainer videos for communication correspondence. Do you think this is something that can be utilized for this RFP?
	Answer	No, refer to RFSQ Section 7.4, Preparation and Format of the SOQ for submission requirements.
13	Question	Besides the primary contact, do you require resumes for other key staff we propose at this time? (Section 3.5, page 11)
	Answer	No, only the primary contacts resume is required for the SOQ submission.
14	Question	Can additional resumes be provided as part of the SOQ, or only a reference for the Primary Contact? If others can be provided, where should they be placed?
	Answer	Asked and answered. Refer to Answer for Question 13.
15	Question	Can you confirm the page limit for the SOQ (Statement of Qualifications) and whether covers, tabs, or resumes count toward this limit?
	Answer	No limit on number of pages for the SOQ. However, please be mindful of the additional three (3) page maximum limit for Exhibit 14, Work Sample Form.
16	Question	Is there an overall page limit?
	Answer	Asked and answered. Refer to Answer to Question 15.
17	Question	Are there any specific formatting requirements (e.g., font size, spacing, margins)?
	Answer	All forms that need to be submitted are in the required formatting. 10 to 12 point font is the standard.

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18	Question	For the work samples per Exhibit 14, is there a page limit on the sample of work provided (eg construction documents)? And is there a format requirement? CD sets are usually larger than 24x36, would sheets reduced to 8.5x11 or 11x17 be acceptable?
	Answer	Refer to Exhibit 14 of the RFSQ, Work Sample Form for formatting.
19	Question	Is there a file size limit when submitting?
	Answer	There is no file size limit for submitting an SOQ.
20	Question	Does the County want us to include resumes for anyone other (prime or subconsultants) than the Primary Contact? If so, where should we place these resumes?
	Answer	Asked and answered. Refer to Answer for Question 13.

Service Category Scope and Services Clarification

21	Question	Could the County clarify what type of work "audio/visual specialist" would be responsible for under Environmental Services?
	Answer	Refer to RFSQ Appendix B, Revised Exhibit 12(D) attached to this Addendum Three.
22	Question	Can you clarify what type of Environmental scope services are required here? In the Optional categories below, there is also "18 - Environmental - Entitlements, CEQA, NEPA, Mitigation Compliance & Monitoring" and "19 - Environmental - Environmental Site Testing & Remediation", so we want to be sure not to duplicate efforts in required Environmental Services.
	Answer	For Environmental Services, Form 12(D), the required services include "#6 Environmental - Entitlements, CEQA, NEPA, Mitigation Compliance & Monitoring" and "#7 - Environmental - Environmental Site Testing & Remediation". These are separate and distinct services, one related to environmental regulation compliance, and the other related to testing and remediation (typically soil contamination). Both are required.
23	Question	What types of projects are anticipated to be awarded from this contract? Is there is a dollar value cap per each task order?
	Answer	It is very difficult to predict the volume and type of projects. Factors such as the County budget, State/Federal budget, and availability of grants have a direct impact to project flow. Also, shifting priorities and

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		emergent issues impact our workload. For example, the Eaton Fire has created a lot of work that was not anticipated. Generally, we perform a lot of deferred maintenance work related to park buildings, amenities, and trails.
24	Question	Can projects beyond the 5 year completion time be added if pertinent to the scope of work?
	Answer	No, per RFSQ, Section 3.0, Minimum Mandatory Requirements, Subsection 3.2, states, "Vendors for Service Categories A – I, as stated in Section 2.1 (Scope of Work) of this RFSQ, must have at least three (3) years of experience in the last five (5) years providing equivalent or similar services to a governmental or quasigovernmental agency." If projects were initiated within the last 5 years, but not completed, the project may be included as part of the Work Experience.
25	Question	Can you clarify the scope for the Safety / Security Consulting services? (Exhibits 12A, B, D, E, F, page 120 - 130)
	Answer	We identified a potential need for professional expertise to better understand means and methods to address security concerns and vulnerabilities. This might include surveillance (cameras), hardening (fences, barriers, locks), and best practices related to operating policies. Work scope would be reporting on current best practices as well as specific, site-specific recommendations.
26	Question	Regarding the Optional Services listed in Exhibit 12(D) for Environmental Services, many of these categories are not applicable to the environmental scope of services (i.e., ADA Analysis, Audio/Visual Specialist, Business Process Modeling, Interior Design, Kitchen/Food Service, etc.). Please clarify whether including subconsultants with expertise in these unrelated services is beneficial to the County's selection process.
	Answer	Refer to RFSQ, Appendix B, Revised Exhibit 12(D) attached to this Addendum Three.
27	Question	Can you clarify the real estate services you anticipate under this Master Agreement and whether the scope might also include areas such as lease administration, workplace planning, portfolio optimization, or other related services?
	Answer	Service like lease administration, workplace planning, and portfolio optimization are not typical services we use on a regular basis. Most of the typical services relate to the determination of FMV (fair market value), acquisition, and reports related to ALTA surveys and legal description/title.

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28	Question	Do each of the required services in Exhibit F (Construction Cost Management) apply to the optional service described in Exhibit G (Construction Cost Estimating)?
	Answer	Yes.
29	Question	In Section G, "Real Estate – Appraisal & Valuation" is listed in the scope of work. Can you clarify whether this refers to a formal appraisal prepared by a licensed appraiser, or if a Broker's Opinion of Value (BOV) would meet the requirement?
	Answer	Formal appraisal by licensed appraiser.
30	Question	What is your current overall real estate strategy?
	Answer	Real estate is not a core function for the department but is a necessary support function for acquisitions and park development activities. Most of the typical services relate to the determination of FMV (fair market value), acquisition, and reports related to ALTA surveys and legal description/title.
31	Question	What are your primary real estate decision drivers (e.g., cost, labor availability, etc.)?
	Answer	Real estate is not a core function for the department, but is a necessary support function for acquisitions and park development activities. Most of the typical services relate to the determination of FMV (fair market value), acquisition, and reports related to ALTA surveys and legal description/title.
32	Question	In Exhibit 12(C), the following services are listed under both the Required and Optional sections; please provide clarification on these items and how to proceed with scoring. • Construction Project Management • Engineering – Geotechnical • Engineering – Structural
	Answer	Refer to RFSQ, Appendix B, Revised Exhibit 12(C) attached to this Addendum Three. The services are removed from the Optional Services section.

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33	Question	What type of consulting services are you seeking?
	Answer	Refer to RFSQ, Section 2.0 General Information, Subsection 2.1 Scope of Work, Paragraph 2.1.2 Service Categories for a listing of consulting services being requested for this RFSQ.
34	Question	For form 14 what is considered a category e.g. for Environmental Services category, is it considered one category or is each of the 11 mandatory line items considered a category, hence requiring at least 33 exhibit 14 forms or would 3 exhibit 14 forms be satisfactory?
	Answer	For the Service Categories, refer to RFSQ, Section 2.0 General Information, Subsection 2.1 Scope of Work, Paragraph 2.1.2 Service Categories for a listing of the category titles. Work Samples: refer to RFSQ, Section B, Required Forms, Exhibit 12, Services Team Structure, which specifies the Service Category and the Services (Required/Optional) for each Service Category. When completing Revised Exhibit 14, Work Sample Form, as identified in Addendum Three, each of the required services shall be listed at the bottom of the form titled "List of Required and/or Optional Services from Exhibit 12 A-J.

Business Office Location

35	Question	Our primary office is located in Orange County, and we wanted to confirm if this location would be a straight disqualifier, despite our strong desire and capability to perform the work.
	Answer	Refer to RFSQ Addendum Three, Subsection 3.7, for revised language on Business Office Location.
36	Question	We are reviewing the RFSQ for As-Needed Consultant Services and per page 8 of the RFSQ, Section 3.7, it states that Vendors must have a business office located within the County of Los Angeles. Is this a requirement? Will the City allow Vendors outside of Los Angeles County to submit? Or will we be disqualified?
	Answer	Asked and answered. Refer to Answer for Question 35.

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37	Question	On page eight, section 3.7, of the RFSQ, the County states that "For the purpose of this proposal, 'business office located within the County of Los Angeles' shall be defined as a commercial (not home-based) office operated within the confines of Los Angeles County within the last two complete calendar years." Can the County clarify this requirement? Must offices have been established before 2023 and operating throughout 2023 and 2024? Or are offices established at any point in 2023 up to and including 2025 eligible?
	Answer	Business Offices must have been established at the no later than in 2023.
38	Question	Will the County consider revising the business office location requirement to include neighboring counties such as Orange County and San Bernardino County?
	Answer	Asked and answered. Refer to Answer for Question 35.
39	Question	The RFQ states that the Vendor must have a business office located within the County of Los Angeles. We do not have an office in the County of Los Angeles but are registered as a vendor with a Couty WebVEN number. Can we still quality? Is the Vendor only considered the prime or can a subconsultant qualify to meet this requirement?
	Answer	Asked and answered. Refer to Answer for Question 35.
40	Question	For Item 3.7 in the RFQ, it states that: The Vendor must have a business office located within the County of Los Angeles. The address to the business office must be included in Exhibit 1, Organization Questionnaire/Affidavit of Appendix B (Required Forms). For the purpose of this proposal, "business office located within the County of Los Angeles" shall be defined as a commercial (not home-based) office operated within the confines of the Los Angeles County within the last two complete calendar years. The Vendor must be able to provide the requested services with staff based out of its local office. No travel, relocation, mileage, or make-ups on expenses will be reimbursed under this Master Agreement. Does this rule apply for this RFQ?
	Answer	Asked and answered. Refer to Answer for Question 35.
41	Question	Are all sub-consultants required to have their offices in Los Angeles County?

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	Answer	No, only the Prime Consultant is required to meet the business office requirement as defined in Addendum Three, Section 3.7.
42	Question	While we have a small office space in the County of LA area, we do not occupy it daily as the contractors that work for our company work from home to save on travel expenses. Does this still meet the MMR?
	Answer	Asked and answered. Refer to Answer to Question 35.
43	Question	Please confirm if the requirement of having a business office located within the County of Los Angeles applies to our subconsultants or just to the Prime Consultant.
	Answer	Prime Consultant only, refer to RFSQ, Addendum Three, Subsection 3.7, for revised language on Business Office Location.
44	Question	Our office is located in Santa Monica, CA. Is this location considered a part of LA County?
	Answer	Yes.
45	Question	Does the mandatory business office location requirement within the County of Los Angeles apply only to the prime consultant, or to all subconsultants as well?
	Answer	Only to the Prime Consultant.
46	Question	As Primes submitting for RFSQ#: DPR-RFSQ-ASNC-2025 As-Needed Consultant Services are required have a physical office in Los Angeles County with dedicated staff in that office, does the same requirement extend to subconsultants working under a Prime with a LA County office?
	Answer	Asked and answered. Refer to Answer for Question 41.

Minimum Mandatory Requirements

47	Question	Section 7.4.3.3 Vendor's Primary Contact (Section A.1.1) states "...Vendor's Primary Contact has the requisite minimum 10 years of experience, per Section 3.0, Minimum Mandatory Requirements." But section 3.2 says "Vendors for Service Categories A – I, as stated in Section 2.1 (Scope of Work) of this RFSQ, must have at least three (3) years of experience in the last five (5) years providing equivalent or
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		similar services to a governmental or quasigovernmental agency.” Confirming it’s the later for the MMR.
	Answer	Per RFSQ, Section 3.0 Minimum Mandatory Requirements, Subsection 3.5, The designated Primary Contact must have a minimum of 10 years of cumulative <u>experience performing or supervising professional consultant services</u> in the Service Categories stated in Section 2.1 (Scope of Work). Vendor must provide proof of Primary Contact’s experience by supplying a resume or similar document. Per Section 3.0 Minimum Mandatory Requirements, Subsection 3.2 Vendors for Service Categories A – I, as stated in Section 2.1 (Scope of Work) of this RFSQ, must have at least three (3) years of experience in the last five (5) years providing equivalent or similar services to a governmental or quasi-governmental agency. The Vendor (Agency) must have 3 years in the last 5 years providing the require services specified in Appendix B, Required Form, Exhibit 12, Services Team Structure.
48	Question	Can you clarify whether the 3-10 representative projects need to be completed within the past five years, or it is just at least one out of the 3-10 representative projects needs to be completed within the past three years?
	Answer	At least one (1) project needs to be completed within the past three (3) years, while the remaining can be completed within the past five (5) years.

Contract History

49	Question	Who are the current contractors for the environmental services category?
	Answer	A list of Consultants under the current As-Needed Consultant Services Master Agreement is provided within this Addendum Three.
50	Question	Where can we find the list of current on-call consultants for each service area?
	Answer	Asked and answered. Refer to Answer for Question 49.
51	Question	What has been the total dollar spent on the expiring contract, per contractor for the environmental services category?
	Answer	Sapphos: \$564,665.25 Dudek: \$208,000.00 ESA: \$126,995.00

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		RVA: \$19,518.00 PSOMAS: \$11,222.00 Ultra Systems: \$6,000.00
52	Question	Provide copies on the current contracts under the environmental services category.
	Answer	Please submit a public records request via email to pra@parks.lacounty.gov .
53	Question	Provide copies of all contracts under the expiring contract.
	Answer	Asked and answered. Refer to Answer for Question 52.
54	Question	Is there a shortlist of firms already pre-qualified or currently under contract with the County for similar services?
	Answer	Asked and answered. Refer to Answer for Question 49.

License & Insurance Requirements

55	Question	Section 3.4 (page 7) states: "Vendor must have the appropriate professional regulatory agency license in good standing (valid) with the respective licensing agency. Each Vendor must complete the information as indicated on the Valid Licenses Form (Appendix B, Required Forms, Exhibit 13, Valid Licenses) and provide copies of the appropriate licenses for the Prime and Subconsultant firm(s)." Could the County kindly clarify whether licensing requirements apply to individual practitioners, the firm as a whole, or both?
	Answer	Both.
56	Question	Exhibit 13 (Valid Licenses) specifically requests we provide a copy of the appropriate licenses; and 7.4.6 Proof of Valid Licenses (Section D) also states that vendors must furnish a copy of all applicable licenses. Please confirm that the license copies need only be included in Section D.
	Answer	Yes.
57	Question	Is the proof of insurability described in 7.4.5 Proof of Insurability required from all subconsultants, or just subconsultants providing required services?

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	Answer	Yes, all subconsultants are required to provide proof of insurability as listed in RFSQ, Appendix A, Sample Agreement, Sections 8.23 and 8.24. Refer to RFSQ, Appendix B, Exhibit 16, Subconsultant Documents and Forms Checklist.
58	Question	In reference to Section 8.23.1 of the sample agreement, please note that a subconsultant to a prime does not supply copies of insurance policies, only a Certificate of Insurance. Please confirm if this is acceptable.
	Answer	Yes, this is acceptable. Refer to RFSQ, Section 7.4, Preparation and Format of the SOQ, Sub-section 7.4.5, Proof of Insurability (Section C)
59	Question	In reference to Section 8.23.2 of the sample agreement, may the County please exclude loss attributable to the negligence of the County from this obligation?
	Answer	No, this is a standard County requirement for all contracts/agreements.
60	Question	In reference to Section 8.23.5 of the sample agreement, may the County please amend the A.M. Best rating to "A-?"
	Answer	No. This is a standard requirement for all County Agreements.
61	Question	In reference to Section 8.23.9 of the sample agreement, please note that a subconsultant to a prime is unable to eliminate deductibles for the County. Please confirm if this is acceptable.
	Answer	Section 8.23.9, Deductibles and Self-Insured Retentions (SIRS) provision is only applicable to the Prime/Contractor's insurance coverage policies, which is required to reduce or eliminate policy deductibles and SIRS to the County. Section 8.23.8, Subcontract Insurance Coverage Requirements, governs Subcontractor/Subconsultant Insurance Requirements, which the Prime/Contractor must include the subcontractor as insureds under their own policies or the subcontractor must comply with the required insurance provisions of the Agreement.
62	Question	For sub-consultants — Can the insurance form just be generic or do Parks and Rec. need to be listed as additional insured?
	Answer	Verification of insurance must be submitted as provided in RFSQ Section 7.0 Statement of Qualification (SOQ) Requirements, Subsection 7.4.5 Proof of Insurability (Section C), listed as additional insured.

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63	Question	For primes — Can the insurance form just be generic or do Parks and Rec need to be listed as additional insured?
	Answer	Verification of insurance must be submitted as provided in RFSQ Section 7.0 Statement of Qualification (SOQ) Requirements, Subsection 7.4.5 Proof of Insurability (Section C), listed as additional insured.
64	Question	We're currently working on updating our Liability Insurance and would like to include the County of Los Angeles Department of Parks and Recreation under our policies. We were able to find the following address online for their executive office: 1000 South Fremont Avenue, Unit #40, Alhambra, CA 91803 Could you please confirm if this is the correct address to use, or let us know if there's a different one we should reference?
	Answer	Refer to Appendix A, Sample Master Agreement, Section 8.23 General Provisions for all Insurance Coverage, Subsection 8.23.1 Evidence of Coverage and Notice to County. County of Los Angeles Department of Parks and Recreation Contracts and Procurement Services Division 1000 S. Fremont Ave., Unit #40, A-9 West Building Alhambra, CA 91803
65	Question	Please confirm that for the subconsultants we simply need to include a statement of confirmation in Section C that their insurance will meet the required coverage items and do not need to include actual proof of insurance for each subconsultant.
	Answer	Asked and answered. Refer to Answer for Question 58.
66	Question	Do subconsultants also have to provide their own certificates of insurance, or is the prime consultant's sufficient?
	Answer	Yes, refer to RFSQ, Appendix B, Exhibit 16, Subconsultant Documents and Forms Checklist.
67	Question	7.4.6 Proof of Valid Licenses (Section D), page 25 of PDF Would the County accept valid licenses downloaded from the CA Dept. of Consumer Affairs License Search website? This will allow a cleaner format for reviewing our entire team.
	Answer	Yes, this is acceptable. Vendor must furnish a copy of all applicable licenses, per RFSQ, Section 7.0 SOQ Requirements, Subsection 7.4.6 Proof of Valid Licenses (Section D).

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Work Samples

68	Question	We do not have 3-10 public works/public park/public realm projects, but have worked on many other planning projects, can we submit these for review, as we are looking to expand our portfolio?
	Answer	Yes, work assignments completed within the past five (5) years is acceptable. Refer to Section 3.0 Minimum Mandatory Requirements, subsection 3.6, which states in part, "For each Service Category, the Vendor shall submit between three (3) and ten (10) representative public works, public park, or public realm projects or <u>work assignments</u> completed within the past five (5) years..."
69	Question	In section 7.4.3.7 Vendor's Proof of Work Experience, the RFSQ states that "For each Service Category, the Vendor shall submit between three (3) and ten (10) representative public works, public park, or public realm projects or work assignments." Please clarify the total number of representative projects allowed in our response. If we are submitting for the service category Construction - Cost Management Services, for example, are we only allowed a total of ten (10) projects to demonstrate the experience of our firm (and subconsultants) in all 27 of the required and optional services listed under that service category?
	Answer	For each Service Category the Vendor shall submit between three (3) and ten (10) work samples, which shall include all required and optional services the Vendor will provide as outlined in Exhibit/Revised Exhibits 12 A-J. Refer to RFSQ Addendum Three, revised Subsection 3.6. Work samples shall be between three (3) and ten (10), each Work Sample may have a maximum of three (3) additional pages attached to explain each Work Sample.
70	Question	In Exhibit 12 (A) Under "Optional Services", there is a column for "Page No. for Work Sample." Can the County confirm that consultants need to provide a Work Sample for each optional service category? Providing a Work Sample for each of the optional services we are proposing will exceed the ten (10) project limit stated on page eight (8) of the RFSQ. Will the County expand the ten (10) project limit or remove this requirement?
	Answer	Asked and answered. Refer to Answer for Question 69.
71	Question	Section 3.6 (Page 8) states: "Across all Service Categories, the total number of submitted work samples must not exceed ten (10) projects." We would appreciate clarification from the County regarding this requirement. Specifically, does this mean that if we are submitting SOQs for two service categories, we are limited to a total of 10 projects across both categories? Or is each service category allowed up to 10 projects individually?

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	Answer	For each Service Category the Vendor shall submit between three (3) and ten (10) work samples, which shall include all required and optional services the Vendor will provide as outlined in Exhibit/Revised Exhibits 12 A-J. Refer to RFSQ Addendum Three, revised Subsection 3.6. for revised language.
72	Question	Section 8.8.1 (page 29) states: "A Vendor will score two points for each Optional Service selected and supported by a work sample." Similarly, Required Forms – Exhibit 12 notes: "Vendor may select any amount of optional services, and each optional service selected must be verified by a work sample, Exhibit 14, Work Sample." However, we would appreciate clarification regarding the apparent limitation on the number of work samples. The RFSQ appears to cap submissions at 10 work samples per service category. For instance, within the Environmental Services category, there are 35 optional services listed. Should a firm intending to select all 35 optional services submit a corresponding work sample for each one? If so, this seems to conflict with the stated maximum of 10 work samples. Could you please clarify how vendors should approach this requirement?
	Answer	Asked and answered. Refer to Answer for Question 69.
73	Question	Appendix B, Required Forms, Exhibit 16 requests documentation of work experience for subconsultants. According to Section 3.6, Exhibit 14 (Work Sample Form) serves as the required proof of such experience and is limited to a maximum of 10 projects. Could you please clarify whether each subconsultant is expected to submit an Exhibit 14? Additionally, in cases where the prime consultant includes more than 10 subconsultants—particularly in efforts to meet the County's CBE participation goals—how should firms demonstrate proof of work experience for the entire team while adhering to the 10-project limit?
	Answer	Refer to RFSQ, Appendix B, Exhibit 16, Subconsultant Documents and Forms Checklist, for a list of documents expected to be submitted by a Subconsultant. Prime shall submit a completed Exhibit 5 CBE Information.
74	Question	Section 3.6 (Page 8) of the RFP states: "Deliverable work product samples that clearly demonstrate the nature and quality of the services provided. These samples may be partial or edited for brevity, provided they sufficiently represent the work." It also notes: "All work samples must be provided on the Work Sample Form. No hyperlinks or samples over ten (10) will be accepted." To ensure compliance with the County's expectations, could the County please clarify the preferred format for submitting work samples? Specifically:

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		• Should consultants include actual samples of project deliverables within or attached to Exhibit 14? • Alternatively, does the County prefer that deliverable work samples follow each Exhibit 14 form in Section B? • Or should deliverable work samples be compiled in a separate appendix?
	Answer	Revised Exhibit 14, Work Sample is included in this Addendum Three. 1. Yes, include with Revised Exhibit 14, Work Sample. Work sample may include a maximum of 3 additional pages per Work Sample submitted. 2. Yes, work samples should follow Revised Exhibit 14, Work Sample form. 3. No, submit all Revised Exhibit 14, Work Samples as prescribed in RFSQ, Section 7.0 SOQ Requirements, Subsection 7.4, Preparation and Format of the SOQ.
75	Question	Under item 3.6, on pages 7-8, the RFQ states the following: “For each Service Category, the Vendor shall submit between three (3) and ten (10) representative public works, public park, or public realm projects...” However, in the following paragraph, the RFQ reads: “Across all Service Categories, the total number of submitted work samples must not exceed ten (10) projects.” (We have added underlining for emphasis and clarity). Our understanding is that each Service Category on which we would like to propose requires a separate SOQ. Please confirm.
	Answer	Yes, correct. Each Service Category requires its own separate SOQ.
76	Question	Can you please also confirm that we can include up to 10 projects in any given SOQ for a given Service Category? Further, can you please also confirm that the total number of projects we can submit is equal to the number of SOQs that we submit multiplied by 10 projects per SOQ?
	Answer	Asked and answered. Refer to Answer for Question 71. Yes, each submitted SOQ may have between three (3) to ten (10) Work Samples.
77	Question	Can you clarify whether there should be no more than 3-10 work samples in each of the primary service categories, such as Landscape Architecture, or should there be no more than 3-10 work samples in each of the services to be offered as prime or by a sub-consultant within the service category?
	Answer	Asked and answered. Refer to Answer for Question 71. Yes, each submitted SOQ may have between three (3) to ten (10) Work Samples, whether provided by the Prime or the subconsultant.

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78	Question	Can you clarify the amount of images / material required for the Work Samples. Does DPR want to see more than a single project image on the Exhibit 14 per work sample form? Does DPR want to see more project materials from the Prime on each Work Sample or the same as the sub-consultants?
	Answer	The images and related graphic material should support the clear communication of the project scope and parameters. The number of images to do this may vary according to type of project. Refer to Addendum Three, Revised Exhibit 14, Work Samples, the Prime can submit up to three additional pages.
79	Question	Can we add additional pages to the Work Sample Form? (Exhibit 14, page 138)
	Answer	No.
80	Question	Can the Work Sample Form be remade in another program in order to adjust the fields and fit more information? (Exhibit 14, page 138)
	Answer	Yes. As long as it contains all the required fields and provides all required information.
81	Question	Can the one-page have multiple projects on it as a summary, but one image?
	Answer	No reference provided, unable to determine the question.
82	Question	A maximum of 10 work samples is allowed; however, work samples are requested for all the categories listed in Exhibit 12(A). Please clarify whether categories are allowed to be checked under the optional services that cannot be included in the maximum 10 work samples.
	Answer	Refer to RFSQ, Appendix B, Required Forms, Exhibit 12, Services Team Structure, Optional Services.
83	Question	Per section 3.6 of the RFQ, it states that proposing firms cannot submit more than ten (10) work samples across all Service Categories. However, later in section 7.4.3.7, it is stated that proposing firms shall submit between three (3) and ten (10) work samples for each service category. Please clarify whether the County is limiting the work samples to three (3) to ten (10) max across ALL categories or if each service category is allowed three (3) to ten (10) work samples.
	Answer	Asked and answered. Refer to Answer to Question 71.

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84	Question	In the event that proposing firms are limited to ten (10) maximum work samples across ALL service categories, will the County waive the three (3) work sample minimum as that would be difficult to meet should a firm propose on four (4) or more categories?
	Answer	No. Refer to Answer to Question 69.
85	Question	Please confirm if you are requesting three to 10 projects for each service category (i.e., Planning Services); or for each required service (i.e., 1. Community Engagement/Outreach, 2. Economic, Market, and Fiscal Studies, etc.); or each required service and each optional service (i.e., 1. Community Engagement/Outreach, ... 1. ADA Analysis/Certified Access Specialist, etc.). For instance, if you are requesting the latter, the Planning Services category has eight required services, plus 35 optional services. At a minimum of three projects for each, that would amount to at least 129 projects.
	Answer	Asked and answered. Refer to Answer to Question 69 and 71.
86	Question	Are work samples for optional services part of the required 3-10 representative projects? (Exhibit 12, page 118)
	Answer	Yes.
87	Question	Under item 3.6 (pages 6-7), the RFSQ states the following: "For each Service Category, the Vendor shall submit between three (3) and ten (10) representative public works, public park, or public realm projects..." However, in the following paragraph, the RFQ reads: "Across all Service Categories, the total number of submitted work samples must not exceed ten (10) projects." Can you please confirm that we can include up to 10 projects in any given SOQ for a given Service Category? Further, can you please also confirm that the total number of projects we can submit is equal to the number of SOQs that we submit multiplied by 10 projects per SOQ?
	Answer	Asked and answered. Refer to Answer 71.
88	Question	Under item 3.6 (page 6), the RFSQ states that each Work Sample Form should include "Deliverable work product samples that clearly demonstrate the nature and quality of the services provided." Can you confirm that in addition to the completed form, we should also include a sample work product from said project? If so, can you clarify where we should place these work products? We understand that no hyperlinks will be accepted.

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	Answer	No additional sample work products are required for SOQ submission. Refer to this Addendum Three, Revised Exhibit 14, Work Sample Form, each project may include three (3) additional pages maximum, if needed.. .
89	Question	Exhibit 16 (Subconsultant Documents and Forms Checklist) requires that we provide “Proof of Work Experience” in SOQ Section A.5. However, SOQ Section A.5, per Section 3.6, requests that we complete three to ten Exhibit 14 (Work Sample) Forms, to be placed in Section B (Required Forms) only. a. Please confirm that to meet the Exhibit 16 requirements, we need only provide a general narrative in SOQ Section A.5 of relevant work experience for each subconsultant. b. If, instead, we are required to provide Exhibit 14 for each subconsultant, and given that we may have ten or more subconsultants to fully cover both the Required and Optional Services listed in Exhibit 12, then we request we be allowed to present three to ten Exhibit 14 Forms for our Prime experience, plus an additional one to three Exhibit 14 Forms per subconsultant to showcase their specific service experience. Please also clarify if the subconsultant Exhibit 14 forms should be included in SOQ Section A.5 or in Section B with the Prime Exhibit 14 Forms.
	Answer	A. To provide the relevant work experience for the subconsultants, refer to Exhibit 12.1, Subconsultant Acknowledgement Form. Subconsultant services will be listed on the form. B. Exhibit 14, Work Sample Form is not required for subconsultants.
90	Question	Due to the limitation of 10 work samples (Exhibit 14) per service category how would the County like for the consultant to communicate that our team can provide all necessary and optional services should we run out of the allocated 10 work samples?
	Answer	All information should be included on Exhibit 14, Work Sample Form. Additional information will not be evaluated.
91	Question	Are consultants able to provide/add additional pages to the Work Sample Form (Exhibit 14) to show additional images, primarily for the Graphic Communications service area.
	Answer	No.

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92	Question	Can more than one image be included per Work Sample Form?
	Answer	Asked and answered. Refer to Answer Question 78.
93	Question	For Proof of Relevant Work Experience, do we need to provide drawings, images, or plans along with the Work Sample Form?
	Answer	No, additional drawings, images and/or plan are required to be provided with Revised Exhibit 14, Work Sample. Vendor shall complete Revised Exhibit 14, Work Sample Form to show proof of work experience. See Addendum Three for Revised Exhibit 14, Work Sample Form.
94	Question	Will the County allow project samples with the primary deliverable completed and available online for review, but not yet approved? Similarly, will the County allow project samples that are ongoing but near completion with most deliverables complete?
	Answer	Yes, project samples with the primary deliverable(s) completed and available online for review and not yet approved are acceptable. As are project samples that are ongoing but near completion with most deliverables completed.
95	Question	Section 3.6 (page 8) states, "No hyperlinks or samples over ten (10) will be accepted." Could the County please clarify whether hyperlinks may be included elsewhere in the Statement of Qualifications, provided they are not submitted as part of the ten designated work samples? This could be particularly helpful to provide qualifications related to interactive websites and infographics.
	Answer	No. Hyperlinks will not be accepted.
96	Question	In the Work Sample Form, are all subconsultants required to complete both "FIRMS, FROM EXHIBIT 12.1, INVOLVED WITH THIS PROJECT" and "LIST OF REQUIRED AND/OR OPTIONAL SERVICES FROM EXHIBIT 12 A-J" at the bottom of the form? Could you clarify the difference between these two fields?
	Answer	The subconsultants are only required to provide and fill out Exhibit 12.1, Subconsultant Acknowledgement Form and Exhibit 16, Subconsultant Documents and Forms Checklist. See Revised Exhibit 14, Work Sample Form from Addendum Three. In the section "Subconsultants/Firms, From Exhibit 12.1, Involved with This Project" the Prime will indicate the subconsultants involved in the project. The section "List of Required and/or Optional Services from Exhibit 12 A-J", list out the services that the project covers.

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97	Question	The form does not distinguish if projects submitted in Exhibit 14 should be solely from the Prime, or if projects from subconsultant team members can be included. Please clarify if work samples should only be from the Prime or can include samples from subconsultants.
	Answer	The Prime Consultant completes Exhibit 14, Work Sample Form. Projects can be from the Prime or a listed Subconsultant, the Subconsultant should be listed on the bottom of the Work Sample Form.
98	Question	Please confirm that work samples can be used to demonstrate multiple required/optional services due to constraint of the maximum project limit (10). Please also confirm that multiple subconsultants may be listed for one optional service if they meet or exceed the minimum qualifications. In these cases, please confirm that the Prime consultant can provide one work sample that demonstrates the optional service, even if some of the listed subconsultants were not involved with that project.
	Answer	See Addendum Three for Revised Exhibit 14, Work Sample Form. Yes, Revised Exhibit 14, Work Sample Form, can be used to demonstrate multiple required/optional services, along with listing multiple subconsultants for each project/Work Sample provided. Yes, the Prime can provide one work sample that demonstrates the optional service but should only list the subconsultants that worked on that particular project.
99	Question	How many images can we include in our submission?
	Answer	See Revised Exhibit 14, Work Sample Form from Addendum Three, which has space for an image. You may add additional images on the 3 additional pages.

Subconsultant Requirements

100	Question	Does the subconsultant also need to meet the MMRs from 3.1 – 3.8? Or do subconsultants only need to provide a Work Sample Form for the service they will be providing?
	Answer	No. Refer to RFSQ, Appendix B, Exhibit 16, Subconsultant Documents and Forms Checklist.
101	Question	If subconsultants also need to meet the MMRs, do they also have to provide the 3-10 representative projects, or do subconsultants only need to provide Work Sample Forms for the service they will be providing?

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	Answer	Refer to RFSQ, Appendix B, Exhibit 16, Subconsultant Documents and Forms Checklist.
102	Question	The Contribution and Agent Declaration Form (Exhibit 9) does not appear on the Subconsultant Documents and Forms Checklist (Exhibit 16). Can the County please clarify if Exhibit 9 is required to be completed by subconsultants?
	Answer	Refer to Answer 101 for forms required to be submitted by subconsultants. No, this form does not need to be submitted by subconsultants.
103	Question	Do we need just one work sample page from each sub-consultant?
	Answer	No, work samples do not need to be provided by the subconsultant. All Subconsultant's services should be listed in Appendix, B, Required Forms, Exhibit 12.1, Subconsultant Acknowledgement Form. Revised Exhibit 14, Work Sample Form, should be completed by the Prime explaining the project, listing the subconsultant at the bottom of the form in the section titled "List of Required and/or Optional Services from Exhibit 12 A-J."
104	Question	How many work samples must the sub-consultants submit for the Required and Optional service they are providing?
	Answer	Asked and answered, refer to Answer to Question 103.
105	Question	Is a fee schedule required for subconsultants? If so, it is not listed on Exhibit 16: SUB-CONSULTANT DOCUMENTS AND FORMS CHECKLIST
	Answer	No, subconsultant's fee schedule is not required.
106	Question	The previous on-call solicitation asked applicants to bring a host of sub-consultants with them in their application. I do not see this in this RFSQ. Can you confirm that we should not be applying with sub-consultants as part of our team?
	Answer	Refer to RFSQ, Appendix B, Exhibit 12, Services Team Structure and Exhibit 16, Subconsultant Documents and Forms Checklist for subconsultant information. Please adhere to the requirements of this solicitation.
107	Question	As Prime may we identify more than one (1) sub-consultant in a service category? For instance we might have two architects we would like to identify. One that is larger and one that is smaller to provide options depending upon the nature of the project needs and budget.

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	Answer	Yes.
108	Question	Is there a limit to the number of subconsultants we can add per service?
	Answer	There is no limit to the number of subconsultants per service.
109	Question	If we do not currently have subconsultants in mind, can we update the subconsultant list in the future if we are awarded the vendor opportunity?
	Answer	Yes.
110	Question	Can the County clarify what sort of information regarding experience (firm profile, sample work, references, resumes) is expected from any subconsultants that partner with a proposing firm?
	Answer	Refer to RFSQ, Appendix B, Exhibit 16, Subconsultant Documents and Forms Checklist.
111	Question	Are sub-consultants that the Prime selects to fulfill the various Required and Optional services required to be registered on the County's WebVen system, or just the Prime in each Service Category, such as Landscape Architecture?
	Answer	No. Only the Prime needs to be registered.
112	Question	Exhibit 12 Services Team Structure, Are we able to present multiple subconsultants for the optional services, or are we limited to only showing one subconsultant per optional service?
	Answer	Asked and answered, refer to Answer for Question 108.
113	Question	Recently a large firm reached out to us to join their team for Community Engagement/Outreach services under the Planning and Landscape Categories for DPR-RFSQ-ASNC-2025. If we join and are listed as a possible subcontractor for this firm, does this preclude us from applying to be on the bench?
	Answer	No.
114	Question	Do subconsultants filling a required service need to submit Exhibit 14 examples as well?
	Answer	No, subconsultant's services are listed in Appendix, B, Required Forms, Exhibit 12.1, Subconsultant Acknowledgement Form.

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115	Question	Can vendors include multiple subconsultant firms per category? Or is the intention for only one subconsultant to be listed for each discipline?
	Answer	Yes, Vendors can include multiple subconsultants firms per service category.
116	Question	Per Exhibit 16, listed subconsultants are to provide proof of work experience as showcased in Exhibit 14 projects. If we have not worked with proposed subconsultants on projects provided, are we allowed to list/included them as part of our subconsultant team?
	Answer	Yes.
117	Question	Do subconsultants also need to complete Exhibit 15, or can the prime consultant represent them when signing?
	Answer	Refer to Exhibit 15, Business Size Enterprise Category Form, the Proposing Firm completes the form.
118	Question	Does the subconsultant also have to furnish references?
	Answer	No, not to the County. It is the Prime's responsibility to confirm their subconsultants work experience.
119	Question	Can the Department confirm what documents and forms are required for subconsultants?
	Answer	Asked and answered, refer to Answer to Question 101.
120	Question	Can we list multiple subconsultants under one service category?
	Answer	Yes.
121	Question	As outlined in the RFSQ: • Section 2.6.4 indicates that the County will pay an administrative fee of up to 4% for listed subconsultants, implying that the Prime Consultant will be directly responsible for holding and managing all subconsultant contracts. • Section 8.22.1 (Indemnification clause) requires the Prime Consultant to indemnify and defend the County against all liabilities, including those arising from subcontractors' negligence or misconduct. Given these provisions, we would like to clarify if it is the County's intent that: 1. The Prime Consultant must contractually hold all subconsultants

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		listed under the Services Team. 2. The County will not directly engage with, or hold liability for, subconsultants under any Work Order 3. The Prime Consultant bears all legal, financial, and performance liabilities associated with the work of these subconsultants—even when acting primarily as a coordinator of services.
	Answer	1. Yes 2. Yes 3. Yes
122	Question	Could you please clarify how the County envisions the Prime–Subconsultant relationship under this agreement—specifically as it relates to contractual obligation, risk, and payment flows?
	Answer	We expect the Prime to be the lead with respect to execution, responsiveness, completeness, and overall performance of its Subconsultants. All payments run through the Prime; as such, the Prime absorbs risk related to professional services provided.

Exhibits & Required Forms

123	Question	Does Exhibit 1 go in Section A.1 of our response, or should it be included in Section B - Required Forms?
	Answer	Refer to RFSQ, Section 7.0 Statement of Qualification (SOQ) Requirements, Subsection 7.4 Preparation and Format of the SOQ, Paragraph 7.4.4 Required Forms (Section B). All completed forms must be included in Section B, Required Forms, only of the SOQ.
124	Question	The RFSQ includes instructions to include Exhibits 4, 7, 8, and 14 in Section A of our response, but also includes guidance that these forms should only be included in Section B - Required Forms. Should these forms be included in Section A, Section B, or both?
	Answer	Asked and answered, refer to Answer for Question 123.
125	Question	Is Exhibit 9 - Contribution and Agent Declaration Form required from subconsultants as well as the prime consultant?
	Answer	Only for Prime Consultant, refer to RFSQ, Appendix B, Exhibit 16, Subconsultant Documents and Forms Checklist for forms expected to be submitted by a Subconsultant.

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126	Question	Section 7.4.4 (page 25) states: "Section B must be titled 'Required Forms' and must include the following forms, except where noted, and signed/dated where applicable (All completed forms must be included in Appendix B, Required Forms only)." However, we've noted that several of these forms are also required in Section A. For instance: • Section 7.4.3.2 (Section A.1) references Exhibit 1 • Section 7.4.3.4 (Section A.2) references Exhibit 7 • Section 7.4.3.5 (Section A.3) references Exhibit 4 • Etc. To ensure clarity and compliance with the submission requirements, would the County permit cross-references within Section A that direct reviewers to the corresponding forms located in Section B?
	Answer	Yes.
127	Question	Item 7.4.4 Required Forms (Section B) states, "all completed forms must be included in Appendix B only", but there are numerous references to specific Required Forms listed in Section A. Some examples of this: O Section A.1 calls for Exhibit 1, Organization Questionnaire/Affidavit O Section A.2 calls for Exhibits 7 and 8 Can you please clarify - should we provide corresponding Exhibits where indicated in Section A or provide all Exhibits in Section B only?
	Answer	Asked and answered, refer to Answer for Question 123.
128	Question	Is the Certification of Compliance list a simply just a check in the box? Or is there actual documents that need to be filled out/filed?
	Answer	Exhibit 2, Certification of Compliance is a check off list.
129	Question	Exhibit 1 is called out in Section A.1, but Section B states that all forms appear in Appendix B. Where should the form be placed?
	Answer	Asked and answered, refer to Answer for Question 123.
130	Question	Exhibits 7 and 8 are called out in Section A.2, but Section B states that all forms appear in Appendix B. Where should the forms be placed?
	Answer	Asked and answered, refer to Answer for Question 123.
131	Question	Per section 7.4.4 of the RFQ, it states that all required forms must be included in this section. However, in the previous section 7.4.3 and the related subsections, there are call outs for specific forms to be included as well. Would the County prefer that proposers include forms multiple

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		times throughout our SOQ or simply include forms in the first sections a specific form is mentioned?
	Answer	Asked and answered, refer to Answer for Question 123.
132	Question	Does the County strictly prefer required forms be included as is or will proposing firms be allowed to include forms on pages containing company letterhead and branding?
	Answer	Required Forms can include company letterhead and branding, however, the format of the Forms must not change.
133	Question	Exhibit 6 – Mandatory Minimum Requirements, pdf page 107/153 - If a vendor is not pursuing Category J, Public Relations and Marketing Services, should the vendor check a “Yes” or “No” box in row No. 3 or leave Row No. 3 blank?
	Answer	On Exhibit 6, Minimum Mandatory Requirements, leave row No. 3 blank if not applicable.
134	Question	Exhibit 16 Proof of Work Experience (pdf page 140/153): References RFSQ Section 3.6 (Form 14, Work Sample) and directs placement in Section A.5 of the SOQ. However, Section A.5 instructions (pdf page 28/153) include “Vendor must place all completed Exhibit 14, Work Sample Forms in Section B, Required Forms, only.” Should Exhibit 14 Work Sample Forms, including subconsultant work samples, be placed in Section A.5 or Section B of the vendor’s SOQ?
	Answer	Refer to RFSQ Section 7.0 Statement of Qualification (SOQ) Requirements, Subsection 7.4.3 Vendor’s Qualifications (Section A), Paragraph 7.4.3.7, Vendor’s Proof of Work Experience (Section A.5), states, “Vendor must place all completed Exhibit 14, Work Sample forms in Section B, Required Forms, only.”
135	Question	Is the intention for some of the forms to be included in the SOQ and in Section B? For example, several Section A categories laid out in 7.4.3 Vendor’s Qualifications say to include forms (i.e. 7.4.3.2 Vendor’s Background and Experience (Section A.1), 7.4.3.4 Vendor’s List of References (Section A.2), 7.4.3.5 Vendor’s Debarment History and List of Terminated Contracts (Section A.3), 7.4.3.7 Vendor’s Proof of Work Experience (Section A.5)). However, Section B (Required Forms) asks for all of the forms to be filled out and submitted as their own document. Please clarify if the County would like forms included in both Section A and Section B.
	Answer	Asked and answered, refer to Answer to Question 123.

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136	Question	Regarding the Exhibits/Forms, may we recreate these in Word to make them more user friendly (so as to avoid adding text to PDF files)? We will ensure that we capture all of the required information.
	Answer	No.
137	Question	Item 7.4.4 (page 25) states the following: "All completed forms must be included in Appendix B, Required Forms only." However, the RFSQ also states that multiple exhibits should be included as part of the Vendor's Qualifications (Section A) of the proposer's SOQ. Can you please clarify where proposers should include Exhibits 1, 4, 6, 7, 8, and 14?
	Answer	Asked and answered, refer to Answer for Question 123.
138	Question	May we reference "see page x for Exhibit 1" in the submission response instead of repeating this information in Section A Vendor's Qualifications, since it will also appear in the section Required Forms Section B?
	Answer	No, all forms must be completely filled out.
139	Question	Regarding Section A.5 (Vendor's Proof of Work Experience), please confirm that this information should appear only in Section B Forms and not in Section A, unlike the following items: Vendor's Primary Contact (Section A.1.1), Vendor's List of References (Section A.2), Vendor's Debarment History and List of Terminated Contracts (Section A.3), Vendor's Pending Litigation and Judgments (Section A.4), assuming these latter sections should also appear in Section A Vendor's Qualifications.
	Answer	Refer to RFSQ, Section 7.0, Subsection 7.4.4 Required Forms, "Section B must be titled "Required Forms" and must include Exhibits 1 - 17, except where noted, and signed/dated where applicable."
140	Question	Does this Required Exhibit 3 Form also apply to our sub-consultants?
	Answer	Exhibit 3, Request for Preference Consideration, does not need to be completed by the subconsultant, only the Prime..
141	Question	Exhibit 7: Prospective Contractor List of Public Entities and Exhibit 8: Prospective Contractor List of References Please confirm if our subconsultants need to complete both of these forms.

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	Answer	No, these forms do not to be completed by the subconsultants. Refer to RFSQ Appendix B, Exhibit 16, Subconsultant Documents and Forms Checklist.
142	Question	Exhibit 15, Business Size Enterprise Category Form: Our interpretation of these criteria implies: Firms that have 76 personnel – might have to compete against companies with 1,000, 10,000 or 100,000 personnel which would be a distinct disadvantage given the size and resources brought to bear by multinational, billion dollar firms.
	Answer	Exhibit 15 is for informational purposes only. It will not be evaluated, thus there will be no advantage given to one agency over another based on this information.
143	Question	Are references required to be for work within a certain time period, like the work samples, or can they go back further?
	Answer	Refer to RFSQ, Section 7.0 Statement of Qualification Requirements, subsection 7.4.3.4 (b) “Vendor may list County Departments, including County Parks, as a reference, if the Vendor has completed the same or similar scope of services within the <u>last five (5) years</u> .”
144	Question	I’m reaching out to request a copy of Exhibit 10: Consultant Fee Schedule. I reviewed the RFP materials, but it looks like the template for the Cost Proposal wasn’t included. Could you please share it with us?
	Answer	See Addendum Three for Revised Exhibit 10, Consultant Fee Schedule. Appendix B, Revised Exhibit 10, Consultant Fee Schedule, shall be at the Vendor’s discretion. A cost proposal is not being requested for this RFSQ.
145	Question	Is there a form for Exhibit 10 or a preferred format for the Consultant Fee Schedule?
	Answer	Asked and answered, refer to Answer for Question 144.
146	Question	Is Exhibit 10 - Consultant Fee Schedule required for the submission? (Exhibit 10, page 116)
	Answer	Yes.
147	Question	Does the County have a preferred format for Exhibit 10? Do you want Vendors to show every key team member’s burdened hourly rate? Or can we provide ranges for classification roles for our team? If you wish to see hourly rates for multiple years, can we provide a yearly escalation percentage in our Fee Schedule?

Addendum Number Three
Questions and Answers

	Answer	Provide every “key” team member’s burdened hourly rate. Escalation percentage will be calculated after the initial term and at the CPI percentage rate LA County receives, refer to RFSQ, Appendix A, Section 5.5, Cost of Living Adjustment.
148	Question	Please confirm that Exhibit 10 (Consultant Fee Schedule) is not required to be submitted at this time, but rather shall be submitted under Individual Work Orders executed under this Master Agreement - L Consultant Fee Schedule. If the 2025 rates are required to be submitted as part of this SOQ, then per the CA mini-Brooks Act, should the fees be submitted under separate cover for review only after the qualifications-based selection is complete?
	Answer	Refer to RFSQ, Section B, Required Forms, Exhibit 10 Fee Schedule, is required as a part of the SOQ submission. Refer to RFSQ, Section 8.0 SOQ Review/Selection/Qualification Process, Subsection 8.8 Selection/Qualification Process, for the factors being evaluated and scored. Exhibit 10, Fee Schedule is not being evaluated.
149	Question	Is there a specific form that we must use for the consultant fee schedule?
	Answer	Asked and answered, refer to Answer for Question 144.
150	Question	On page 25, section 7.4.4 “Required forms”, the RFSQ lists “Exhibit 10 Consultant Fee Schedule” as a required form, but no form is provided. Do consultants need to submit their fee schedules with their proposals, or will fee schedules only be required if awarded the contract? If fee schedules are required at the time of proposal submission, can the Department provide Exhibit 10?
	Answer	See Appendix B, Revised Exhibit 10, Consultant Fee Schedule from Addendum Three. The Revised Exhibit shall be submitted with the SOQ.
151	Question	Exhibit 7 (List of Public Contracts) asks that we include “all Public Entities contracts for the last three (3) years.” This list numbers in the hundreds – may we limit to the ~10 most relevant projects? Also, can this list be submitted in an easy-to-read spreadsheet format, or does the information need to be typed into the Exhibit 7 pdf form?
	Answer	Refer to revised Exhibit 7, in this Addendum Three. Per the instructions on revised Exhibit 7, List of Public Entities, “Provide all public entity contracts for the last three (3) years where the same or

Addendum Number Three
Questions and Answers

		<u>similar scope of services was provided.</u> It is the Vendor's responsibility to ensure accuracy of the information provided below. Use additional pages if required. Maximum of 12 contracts. Submit all Contracts on Exhibit 7 form.
152	Question	For Exhibit 6, if we are only applying to Category J but meet technical requirements for Categories A–I, should we check “Yes” or “No?”
	Answer	No, only check the boxes for the requirements your agency is applying for.
153	Question	Do alternate references need to be from the same company as the primary reference, or can they be from a different organization?
	Answer	Different organization.

Preference Programs & Community Based Enterprise (CBE)

154	Question	Is Exhibit 3 - Request for Preference Consideration only for the prime consultant, or should we include this form for qualified subconsultants?
	Answer	Only for Prime Consultants. Refer to RFSQ, Appendix B, Exhibit 16, Subconsultant Documents and Forms Checklist for forms expected to be submitted by a Subconsultant.
155	Question	Should Exhibit 5 - Community Business Enterprise (CBE) Information be submitted as a separate document in Excel format?
	Answer	Yes, refer to Appendix B, Exhibit 5, Instructions tab of the Excel Spreadsheet.
156	Question	Should Exhibit 5 - Community Business Enterprise (CBE) Information be provided for subconsultants as well as the prime consultant?
	Answer	Asked and answered, refer to Answer for Question 154.
157	Question	7.4.4 Required Forms (Section B), page 25 of PDF, Exhibit 5: Community Business Enterprise (CBE) Information (Excel spreadsheet) Please confirm if the Excel spreadsheet is to be uploaded to SharePoint folder with the PDF of the document. Does the County want us to include the Exhibit 5 content in Section B of our RFSQ submittal(s)?
	Answer	Asked and answered, refer to Answer for Question 155.

Addendum Number Three
Questions and Answers

158	Question	Do vendors need to meet a certain participation percentage (LSBE, DVBE, and SE)? If so, do subconsultants also need to fill out the excel form in Exhibit 5?
	Answer	No, Vendors do not need to meet a certain participation percentage for the County's Preference Programs. Subconsultants do not need to fill out Exhibit 5, CBE Form, only the proposing firm.
159	Question	Are respondents required to include documentation demonstrating their effort to obtain CBE participation on their team?
	Answer	No. Refer to RFSQ, Section 5.20 CBE Participation, which states, "The Vendor must make documents related to these efforts available to the County upon request."
160	Question	Does an LSBE firm with certification from LA County count towards the CBE participation goal?
	Answer	No, the LSBE certification does not count towards the CBE participation goal.
161	Question	If the prime consultant is a CBE, will the prime consultant still need to meet the CBE utilization goals for subconsultants?
	Answer	No.
162	Question	Is the Exhibit 5 CBE Excel form required of each CBE subconsultant?
	Answer	Asked and answered, refer to Answer for Question 154.
163	Question	Section 6.0 – COUNTY'S PREFERENCE PROGRAMS, Page #18 of the RFSQ, - "This section describes the three County Preference Programs: The Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE)." Question: There is no mention of a requirement or preferred percentage that should be met for the County Preference Programs. Can you clarify and expand on the expectations for the percent of subconsultants that meet these programs?
	Answer	The County's Preference Programs do not have a requirement or preferred percentage. For certification, refer to Section 6.0 County's Preference Programs, subsection 6.1.2, states, "The Preference Programs (LSBE, DVBE, and SE) require that a business complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Section 6.2, 6.3, and 6.4 of this solicitation. Additional information on the County's preference programs is also

Addendum Number Three
Questions and Answers

		available on the Department of Consumer and Business Affairs (DCBA) website at: http://dcba.lacounty.gov .
164	Question	If there is a 25% CBE for task orders, how will it be scored for the SOQ? (Section 5.20, page 21)
	Answer	For the evaluation process, refer to RFSQ, Section 8.0 SOQ Review/Selection/Qualification Process, Subsection 8.8 Selection/Qualification Process, this is not a part of the evaluation process, it is for statistical purposes only.
165	Question	If my subcontractor is a DVBE certified through the CA Department of General Services (DGS), will the County recognize that for preference eligibility?
	Answer	No. The County's Preference Program certifications apply to Prime Consultants, only.
166	Question	Will a prime consultant's certificates for Minority Business Enterprises from the CA Public Utilities Commission and Small Business Enterprise from the CA DGS count for preference in the eyes of the County of Los Angeles?
	Answer	No. Refer to RFSQ, Section 6.0 County's Preference Program for certification requirements; and Appendix B, Required Form, Exhibit 3, Request for Preference Consideration.
167	Question	For exhibit 5, is there a specific CBE form/excel template we should use? Should we also include the DVBE from our subcontractor, and together with the prime's MBE and SME?
	Answer	For Exhibit 5, Community Business Enterprise (CBE) Information in Excel format, refer to LA County Solicitations website. The County's Preference Program certifications apply to Prime Consultants, only.
168	Question	Section 6 – County's Preference Program (LSBE/CBE) How does the program apply to scoring for prime consultant and subconsultant participation?
	Answer	The County's Preference Program is not evaluated or scored. For the purpose of this RFSQ, it is for information purposes, only.
169	Question	Section 5.20 (page 17) states: "The County has established a collective 25% participation goal for CBE certified firms, calculated on the eligible procurement dollars." Also: "The County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or gender. The final selection will be based

Addendum Number Three
Questions and Answers

		on the Vendor's ability to provide the best service and value to the County." Can the County confirm that consultants should demonstrate the 25% participation goal in our SOQs? Will we be evaluated on CBE participation?
	Answer	Refer to Appendix B, Exhibit 5, to provide Firm's CBE information. For evaluation process, refer to Answer for Question 168.
170	Question	Regarding the County's Community Business Enterprise Program (item 5.2, page 17), can you please clarify the County's goal for this on-call contract? Is the County looking for a specific number of certified firms to be on the team? How does this impact the scoring/evaluation process?
	Answer	Per Section 5.20 Community Business Enterprise Participation, "The program maintains data on the types of businesses registered as CBEs and their utilization." The County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or gender. The final selection will be based on the Vendor's ability to provide the best service and value to the County. The County's Preference Program is not evaluated or scored. For the purpose of this RFSQ, it is for information purposes, only.
171	Question	Regarding the County's preference programs for LSBE, DVBE, and SE (Item 6.0, pages 18-20), can you please clarify the County's goal for this on-call contract? Is the County looking for a specific number of certified firms to be on the team? How does this impact the scoring/evaluation process?
	Answer	Per Section 6.0 County's Preference Programs, stated in part, "The Board encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities." The County's Preference Programs will not affect the scoring/evaluation of this RFSQ. For the purpose of this RFSQ, it is for information purposes, only.

Addendum Number Three Questions and Answers

Service Category Budget

172	Question	What is the engineers estimate for this contract?
	Answer	From the Development Categories (2022-25): Architecture: \$5.4M Landscape Architecture: \$8.4M Civil Engineering: \$1.1M Construction-Cost Management: \$2.8M
173	Question	Regarding the scope of services for Real Estate Services (G), can you provide a list of locations including addresses and size?
	Answer	No. We do not operate as a conventional landlord and do not require those types of services.
174	Question	Can you also share base rental rates and lease expiration dates for your existing locations?
	Answer	No. We do not operate as a conventional landlord and do not require those types of services.
175	Question	What system or process is currently used for lease administration? Are you confident in the accuracy and completeness of the data? Would historical data need to be converted, and if so, how much history would be required?
	Answer	Lease administration services will most likely not be necessary as a typical service. We do not operate as a conventional landlord.

Financial Information

176	Question	Should requested financial Statements be submitted on a cash basis or accrual basis (or both)?
	Answer	Submitted financial statements should capture all positive cash flows and liabilities on an accrual basis.
177	Question	Our retained earnings is listed on our Balance Sheet report. Will that suffice?
	Answer	Refer to RFSQ Section 7.0 Statement of Qualification (SOQ) Requirements, Subsection 7.4.3 Vendor's Qualifications (Section A), Paragraph 7.4.3.8 Vendor's Financial Capability (Section A.6), states, "At a minimum, include the Balance (Statement of Financial Positions), Income Statement (Statement of Operations), and the Retained Earnings Statement."

Addendum Number Three
Questions and Answers

178	Question	Due to the sensitive nature of the information contained in our financial statements, will the County allow proposing firms to submit our financial statements as a separate submittal from our proposal file?
	Answer	No, refer to RFSQ, Section 5.1 Public Records Act, Subsection 5.1.2, states in part, "The Vendor must specifically label only those provisions or their respective SOQ which are "Trade Secrets," "Confidential," or "Proprietary" in nature.
179	Question	Please clarify the fiscal years for the financial information required. Should this include only 2022, 2023, and 2024, and not 2025.
	Answer	2022, 2023 and 2024.
180	Question	For Financial Statements for the most current and prior two fiscal years: our firm's fiscal year runs from 1/1 to 12/31. Would it be acceptable to provide FS for 1/1/2025–6/30/2025, 2024, and 2023?
	Answer	Refer to Answer for Question 179.
181	Question	We understand 2.6.4 and 2.6.5 of the Compensation section (page 9-10) to mean that up to 4% of a task order's total listed subconsultant fee, and up to 8% of an unlisted subconsultant's fee, would be paid to the prime related to subconsultant management efforts. Is this assumption accurate?
	Answer	Yes.

Evaluation & Selection Process

182	Question	Per the County's RFQ, a majority of the information will be presented in the required forms attached to the RFQ. However, will the County allow additional information such as firm profile, experience summaries, work approaches, etc. that would help supplement information in section 7.4.3 to be provided on proposing company letterhead and branding?
	Answer	Refer to RFSQ, Section 8.0 SOQ Review/Selection/Qualification Process, Subsection 8.8 Selection/Qualification Process. The Required Forms are the only documents that will be evaluated.
183	Question	Is pricing part of the evaluation?
	Answer	Refer to RFSQ, Section 8.0 SOQ Review/Selection/Qualification Process, Subsection 8.8 Selection/Qualification Process. Pricing is not a part of the evaluation

Addendum Number Three
Questions and Answers

184	Question	Is there a set-aside number of selection slots for small businesses?
	Answer	No.
185	Question	How will the County factor in optional services that can be provided for each service category under the forms for Exhibit 12 Services Team Structure?
	Answer	Refer to RFSQ, Section 8.0 SOQ Review/Selection/Qualification Process, Subsection 8.8 Selection/Qualification Process. A Vendor will score two points for each Optional Services selected and supported by a work sample.
186	Question	Is local experience or prior work with LA County Parks and Recreation a weighted factor?
	Answer	No, refer to RFSQ, Section 8.0 SOQ Review/Selection/Qualification Process, Subsection 8.8 Selection/Qualification Process, Phase Two for details on evaluated Exhibits.
187	Question	Will interviews or presentations be part of the selection process?
	Answer	No.
188	Question	Will debriefs be available to firms not selected for the bench?
	Answer	No.

Miscellaneous

189	Question	Item 7.7 (page 27) states that, "Vendors understand and agree that submission of the SOQ constitutes acknowledgment and acceptance of, and a willingness to comply with, all terms and conditions of Appendix A (Sample Master Agreement." Will the County accept any edits or exceptions to the Sample Master Agreement?
	Answer	No.
190	Question	Can you confirm that submitting under this RFSQ does not preclude us from pursuing project-specific RFPs in the future?
	Answer	Submitting under this RFSQ should not affect a firm's eligibility for future specific projects. However, work awarded under the resulting Master Agreement could affect the firm's eligibility to propose on certain future

Addendum Number Three
Questions and Answers

		competitive solicitations due to prior involvement and/or knowledge of the solicitation requirements that may create an unfair advantage over other potential proposers.
191	Question	Can a firm submit as a prime and also be listed as a subconsultant on another team for Existing Contracts/Projects?
	Answer	Yes.
192	Question	Appendix A: Sample Master Agreement (Page 38 of RFSQ) - Pages 24 and 25 were missing from the Sample Master Agreement, please provide.
	Answer	Refer to LA County Solicitations website for the complete RFSQ.
193	Question	In the event of issues submitting the response via SharePoint, whom should we contact?
	Answer	Contract Analyst Maream Kbdzhyan via email, as specified in RFSQ, Section 5.2 Contact with County Personnel.
194	Question	I'd like to confirm whether the person uploading the SOQ can be different from the Vendor's Primary Contact.
	Answer	Refer to RFSQ, Addendum Two, Revised Appendix E1 MS SharePoint Registration Form.
195	Question	Exhibit 12(A) requests page numbers for work samples; however, all work samples are required to be listed only in Exhibit 14, in Appendix B. Should pagination be added to the county forms?
	Answer	Yes, the submitted SOQ(s) shall have page numbers.
196	Question	May we reference "see page x for Exhibits 7 and 8" instead of repeating the information Section A Vendor's Qualifications, since it will also appear in the section Required Forms Section B?
	Answer	No, all forms must be completely filled out.
197	Question	May we reference "see page x for Exhibit 4 Debarment History and List of Terminated Contracts" instead of repeating this information Section A Vendor's Qualifications, since it will also appear in the section Required Forms Section B?
	Answer	Asked and answered. Refer to Answer for Question 196.

REVISED REQUIRED FORMS – EXHIBIT 6

MINIMUM MANDATORY REQUIREMENTS

Vendor acknowledges and certifies that it meets and will comply with the Minimum Mandatory Requirements indicated below and as stated in Paragraph 3.0 (Minimum Mandatory Requirements), of this Request for Statement of Qualifications (RFSQ).

No.	Minimum Mandatory Requirement(s) (MMR)	Complies with MMR	
		Yes	No
1	Vendor does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department and remain unpaid for a period of six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.	☐	☐
2	Vendors for Service Categories A – I, as stated in Section 2.1 (Scope of Work) of this RFSQ, must have at least three (3) years of experience in the last five (5) years providing equivalent or similar services to a governmental or quasi-governmental agency.	☐	☐
3	Vendors for Service Category J, Public Relations and Marketing Services, must have six (6) years of experience providing equivalent or similar services to a governmental or quasi-governmental agency similarly sized. This requirement refers to the Vendor's organizational experience and does not include the combined individual experience of its staff. Vendors experience must include, but not limited to: • Plan, develop and execute internal communications and public media communications, which includes, but not limited to, drafting press releases, official statements, media advisories, talking points for Department executives, research and write scripts for videos and podcasts. • Strategic Planning, development of crisis communications plan, including messaging development with leadership, community outreach and media outreach plans. • Write press releases and statements and distribute releases. • Plan, develop, staff, and coordinate press conferences and notify media of newsworthy events, programs and initiatives.	☐	☐

REVISED REQUIRED FORMS – EXHIBIT 6

MINIMUM MANDATORY REQUIREMENTS

	- Post press conference and after events, track all media coverage and create press clipping reports of broadcast, print and online stories. - Update media contact directory.		
4	Vendor must have the appropriate professional regulator agency license in good standing with the respective licensing agency.	☐	☐
5	Vendor must designate a Primary Contact who is a management level professional assigned to be the primary point of contact for work performed under the Master Agreement. Primary Contact must have a minimum of 10 years of cumulative experience performing or supervising professional consultant services in Service Categories stated in Section 2.1 (Scope of Work). Vendor must provide proof of Primary Contact's experience by supplying a resume or similar document.	☐	☐
6	Vendor must provide proof of relevant work experience for each specified Service Category on Exhibit 14, Work Sample Form (Required Forms), which shall include detailed descriptions, deliverable work product samples, and client references. The Vendor must submit between three (3) and ten (10) representative public works, public park, or public realm projects or work assignments completed within the past five (5) years, including at least one (1) completed in the past three (3) years.	☐	☐
7	Vendors <u>for Service Categories A-I,</u> must have a business office located within the County of Los Angeles, <u>or adjoining counties, including Riverside County</u> as listed on Exhibit 1, Organization Questionnaire/Affidavit of Appendix B (Required Forms). <u>For the purpose of this SOQ, "business office located within the County of Los Angeles, or adjoining counties, including Riverside County" shall be defined as a commercial (not home-based) office operated within the confines of the Los Angeles County, Ventura County, Kern County, San Bernardino County, Orange County, or Riverside County, within the last two complete calendar years.</u>	☐	☐
8	<u>Vendors for Service Category J, Public Relations and Marketing Services, must have an administrative business office located within the County of Los Angeles, or adjoining counties, including Riverside County. For the purpose of this proposal, "business office located within the</u>	☐	☐

REVISED REQUIRED FORMS – EXHIBIT 6

MINIMUM MANDATORY REQUIREMENTS

	<u>County of Los Angeles, or adjoining counties, including Riverside County” shall be defined as an office (home-based is acceptable) operated within the confines of the Los Angeles County, Ventura County, Kern County, San Bernardino County, Orange County, or Riverside County, within the last two complete calendar years.</u>		
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REVISED REQUIRED FORMS – EXHIBIT 7

LIST OF PUBLIC ENTITIES

Vendor's Name:

Provide all public entity contracts for the last three (3) years where the same or similar scope of services was provided. It is the Vendor's responsibility to ensure accuracy of the information provided below. Use additional pages if required. **Maximum of 12 contracts.**

PUBLIC AGENCIES	
AGENCY/DEPT: _____	AGENCY/DEPT: _____
SERVICE TYPE: _____	SERVICE TYPE: _____
CONTRACT TERM: _____	CONTRACT TERM: _____
CONTRACT AMT: _____	CONTRACT AMT: _____
CONTACT: _____	CONTACT: _____
TELEPHONE: _____	TELEPHONE: _____
E-MAIL: _____	E-MAIL: _____
CONTRACT NAME OR NO: _____	CONTRACT NAME OR NO: _____
AGENCY/DEPT: _____	AGENCY/DEPT: _____
SERVICE TYPE: _____	SERVICE TYPE: _____
CONTRACT TERM: _____	CONTRACT TERM: _____
CONTRACT AMT: _____	CONTRACT AMT: _____
CONTACT: _____	CONTACT: _____
TELEPHONE: _____	TELEPHONE: _____
E-MAIL: _____	E-MAIL: _____
CONTRACT NAME OR NO: _____	CONTRACT NAME OR NO: _____
AGENCY/DEPT: _____	AGENCY/DEPT: _____
SERVICE TYPE: _____	SERVICE TYPE: _____
CONTRACT TERM: _____	CONTRACT TERM: _____
CONTRACT AMT: _____	CONTRACT AMT: _____
CONTACT: _____	CONTACT: _____
TELEPHONE: _____	TELEPHONE: _____
E-MAIL: _____	E-MAIL: _____
CONTRACT NAME OR NO: _____	CONTRACT NAME OR NO: _____

REVISED REQUIRED FORMS – EXHIBIT 10
CONSULTANT FEE SCHEDULE

Provide Fee Schedule on Prime Consultant's Letterhead.

By submission of this SOQ, Vendor certifies that the prices quoted herein have been arrived at independently without consultation, communication, or agreement with any other Vendor or competitor for the purpose of restricting competition.

REVISED REQUIRED FORMS - EXHIBIT 12(C)
SERVICES TEAM STRUCTURE
CIVIL ENGINEERING SERVICES

Instructions: In addition to the pre-checked required services, the Proposer should indicate which additional optional services will be provided, either by resources within their organization or by a predetermined set of subconsultants, per Exhibit 12, Services Team Structure, of the RFSQ. All required services must be annotated with either a "P" or "S"; no blank spaces will be accepted and may disqualify the SOQ). Any additional optional services Proposers choose to include should also be annotated with either a "P" or "S".

Required Services			
	Service	All Services Required	Indicate Prime with "P" Indicate Sub with "S"
1	Civil Engineering Services and Design	R	
2	Construction - Deputy Inspection and Materials Testing	R	
3	Architectural Services & Design	R	
4	Construction Project Management	R	
5	Cost Estimating and Value Engineering	R	
6	Engineering - Geotechnical	R	
7	Engineering - Structural	R	
8	Environmental - Entitlements, CEQA, NEPA, Mitigation Compliance & Monitoring	R	
9	Landscape Architectural Services and Design	R	
10	Survey - ALTA, Boundary and Topographic Survey	R	

Optional Services (2 pts each; Maximum 56 pts)			
#	Service	Indicate Prime with "P" Indicate Sub with "S"	Page No. for Work Sample
1	ADA Analysis/Certified Access Specialist (CAsp)		
2	Aquatic Design & Consulting		
3	Archaeological, Paleontological, Historical & Cultural Resources Assessments & Studies		
4	Biological Resources & Habitat Evaluation & Studies		
5	Building/Facility Condition Assessment		
6	Community Engagement/Outreach		
7	Construction - Project Management		

REVISED REQUIRED FORMS - EXHIBIT 12(C)
SERVICES TEAM STRUCTURE
CIVIL ENGINEERING SERVICES

8	Engineering - Environmental		
9	Engineering - Fire Protection, Alarm		
10	Engineering - Geotechnical		
11	Engineering - Mechanical (HVAC & Plumbing)		
12	Engineering - Structural		
13	Environmental - Environmental Site Testing & Remediation		
14	Geographic Information System (GIS) and Mapping		
15	Graphic Design, Illustration, Publishing		
16	Interior Design & Space Planning		
17	Irrigation Consultant		
18	Kitchen/Food Service Design		
19	Modular Building Specialists		
20	Museum & Exhibit Lighting		
21	Photography - Building & Landscape		
22	Planning - Trails		
23	Planning - Transportation		
24	Real Estate - Appraisal		
25	Real Estate - Title Report		
26	Sustainability - Energy Modeling/Studies, LEED, SITES, Energy Star		
27	Visual Simulations/Renderings		
28	Website & Application Design		

REVISED REQUIRED FORMS - EXHIBIT 12(D)
SERVICES TEAM STRUCTURE
ENVIRONMENTAL SERVICES

Instructions: In addition to the pre-checked required services, the Proposer should indicate which additional optional services will be provided, either by resources within their organization or by a predetermined set of subconsultants, per Exhibit 12, Services Team Structure, of the RFSQ. All required services must be annotated with either a "P" or "S"; no blank spaces will be accepted and may disqualify the SOQ). Any additional optional services Proposers choose to include should also be annotated with either a "P" or "S".

Required Services			
	Service	All Services Required	Indicate Prime with "P" Indicate Sub with "S"
1	Community Engagement/Outreach	R	
2	Air Quality & Greenhouse Gas Emissions Studies	R	
3	Archaeological, Paleontological, Historical & Cultural Resources Assessments & Studies	R	
4	Biological Resources & Habitat Evaluation & Studies	R	
5	Engineer - Acoustical/Noise/Vibration Control	R	
6	Environmental - Entitlements, CEQA, NEPA, Mitigation Compliance & Monitoring	R	
7	Environmental - Environmental Site Testing & Remediation	R	
8	Planning - Environmental	R	
9	Planning - Transportation	R	
10	Project Geographic Information System (GIS) and Mapping	R	
11	Sustainability - Energy Modeling, LEED, SITES	R	

Optional Services (2 pts each; Maximum 70 points)			
#	Service	Indicate Prime with "P" Indicate Sub with "S"	Page No. for Work Sample
1	ADA Analysis/Certified Access Specialist (CAsp)		
2	Aquatic Design & Consulting		
3	Architecture - Design		
4	Audio/Visual Specialist		
5	BIM/CADD & Computer Renderings		

REVISED REQUIRED FORMS - EXHIBIT 12(D)
SERVICES TEAM STRUCTURE
ENVIRONMENTAL SERVICES

6	Building/Facility Condition Assessment		
7	Business Process Modeling, LEAN Specialist		
8	Construction - Deputy Inspection & Materials Testing		
9	Construction Support - Construction Management		
10	Cost Estimating & Value Engineering		
11	Engineering – Civil		
12	Engineering - Electrical		
13	Engineering - Geotechnical		
14	Engineering - Low Voltage & Telecom		
15	Engineering - MEP (Mech/Electrical/Plumbing)		
16	Engineering - Structural		
17	Exhibit Design – Interpretive Exhibits		
18	Feasibility Studies		
19	Grant Writing		
20	Graphic Design, Illustration, Publishing		
21	Interior Design & Space Planning		
22	Kitchen/Food Service Design		
23	Modular Building Specialists		
24	Museum & Exhibit Lighting		
25	Photography		
26	Planning - Land Use		
27	Planning - Parks & Open Space		
28	Planning - Strategic		
29	Planning - Trails		
30	Real Estate - Appraisal		
31	Real Estate - Title Report		
32	Safety - Security Consulting		
33	Video Production		
34	Water Quality Assessment, Biological Resources & Habitat Evaluation & Studies		
35	Website & Application Design		

REVISED REQUIRED FORMS - EXHIBIT 14

WORK SAMPLE FORM

VENDOR/PRIME'S NAME:

EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS MASTER AGREEMENT (For each Service Category, submit between three (3) and ten (10) representative public works, public park, or public realm projects or work assignments, as stated in RFSQ, Section 3.6. Complete one Exhibit 14, Work Sample Form, for each project, may include three (3) additional pages maximum, if needed .)		SERVICE CATEGORY:		
TITLE AND LOCATION (City and State)	YEAR COMPLETED <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;">PROFESSIONAL SERVICES</td> <td style="border: none; width: 50%;">CONSTRUCTION (<i>if applicable</i>)</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (<i>if applicable</i>)
PROFESSIONAL SERVICES	CONSTRUCTION (<i>if applicable</i>)			

PROJECT OWNER'S/CLIENT'S INFORMATION

PROJECT OWNER/ <u>CLIENT</u>	POINT OF CONTACT NAME	POINT OF CONTACT TELEPHONE NUMBER/EMAIL ADDRESS
BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THE SERVICE CATEGORY (include scope, size, and cost)		

INSERT IMAGE

SUBCONSULTANTS/FIRMS FROM EXHIBIT 12.1, INVOLVED WITH THIS PROJECT

a.	FIRM NAME	FIRM LOCATION (City and State)	REQUIRED/OPTIONAL SERVICE NAME, EXHIBIT 12 A-J
b.	FIRM NAME	FIRM LOCATION (City and State)	REQUIRED/OPTIONAL SERVICE NAME, EXHIBIT 12 A-J
c.	FIRM NAME	FIRM LOCATION (City and State)	REQUIRED/OPTIONAL SERVICE NAME, EXHIBIT 12 A-J

LIST OF REQUIRED AND/OR OPTIONAL SERVICES FROM EXHIBIT 12 A-J

**AS-NEEDED CONSULTANT SERVICES MASTER AGREEMENT
LIST OF CURRENT CONSULTANTS**

SERVICE CATEGORY	FIRM NAME	ADDRESS
PLANNING SERVICES		
	AECOM Technical Services, Inc.	300 South Grand Ave. 9th Floor Los Angeles, CA 90071
	ALTA Planning + Design, Inc.	101 SW Main Street, Suite 2000 Portland, OR 97204
	KOUNKUEY Design Initiative, Inc.	2377 Westwood Boulevard, #717 Los Angeles, CA 90064
	KRITZINGER & RAO	117 East Colorado Blvd., Suite 600 Pasadena, CA 91105
	Moore Iacofano Goltsman, Inc. DBA MIG, Inc.	800 Hearst Avenue Berkeley, CA 94710
	John F. Torti Architectural Corporation DBA Torti Gallas + Partners	601 West 5th Street, Suite 600 Los Angeles, CA 90071
LANDSCAPE ARCHITECTURE SERVICES		
	MLA Green, Inc. DBA Studio-MLA	251 South Mission Road Los Angeles, CA 90033
	RJM Design Group, Inc.	31591 Camino Capistrano San Juan Capistrano, CA 92675
	Allen Compton Associates, Inc., DBA SALT Landscape Architects	423 Gin Ling Way Los Angeles, CA 90012
	RDC-S111, Inc., DBA Retail Design Collaborative, DBA Studio One Eleven	245 East 3rd Street Long Beach, CA 90802
	SWA Group, Inc.	811 West 7th Street, 8th Floor Los Angeles, CA 90017
	Withers & Sandgren, Ltd.	20948 Tulsa Street Chatsworth, CA 91311
CIVIL ENGINEERING SERVICES		
	CWE	1561 East Orangethorpe Avenue, Suite 240 Fullerton, CA 92831
	Geosyntec Consultants, Inc.	1031 South Broadway, Suite 300 Los Angeles, CA 90015
	JT Engineering	33336 North Agua Dulce Canyon Road, Suite 103 Agua Dulce, CA 91390
	Michael Baker International, Inc.	5 Hutton Centre Drive, Suite 500 Santa Ana, CA 92707
	Psomas, DBA Bonterra, DBA Bonterra Psomas, DBA Andregg Psomas	865 South Figueroa Street, Suite 3200 Los Angeles, CA 90017
ENVIRONMENTAL SERVICES		
	Dudek	38 North Marengo Avenue Pasadena, CA 91101
	Environmental Science Associates	626 Wilshire Boulevard, Suite 1100 Los Angeles, CA 90017
	Psomas, DBA Bonterra, DBA Bonterra Psomas, DBA Andregg Psomas	865 South Figueroa Street, Suite 3200 Los Angeles, CA 90017
	Ruth Villalobos & Associates, Inc.	3602 Inland Empire Boulevard, Suite C310 Ontario, CA 91764
	Sapphos Environmental, Inc.	430 North Halstead Street Pasadena, CA 91107
	Ultrasystems Environmental, Inc.	16431 Scientific Way Irvine, CA 92618
ARCHITECTURE SERVICES		
	Cannon/Parkin, Inc., DBA CannonDesign	444 South Flower Street. Suite 4700 Los Angeles, CA 90071
	M. Arthur Gensler Jr. & Associates, Inc.	500 South Figueroa Street Los Angeles, CA 90071
	Gonzalez/Goodale Architects, DBA GGA	135 West Green Street, Suite 200 Pasadena, CA 91105

	Kritzinger & Rao	414 Boyd Street, Suite B Los Angeles, CA 90013
	La Canada Design Group, Inc., DBA LCDG	630 North Rosemead Boulevard, Suite 400 Pasadena, CA 91107
	Ragle Architects, Inc., DBA Office42	2620 North Figueroa Street Los Angeles, CA 90065
	Paul Murdoch Architects, P.C.	6310 San Vicente Boulevard, Suite 400 Los Angeles, CA 90048
	SMA, Inc., DBA Sparano + Mooney Architecture	642 Moulton Avenue, Suite W4 Los Angeles, CA 90031
CONSTRUCTION-COST MANAGEMENT SERVICES		
	Cannon/Parkin, Inc., DBA CannonDesign	444 South Flower Street, Suite 4700 Los Angeles, CA 90071
	Cumming Management Group, Inc.	276 Post Road West, 2nd Floor Westport, CT 06880
	Rider Levett Bucknall, Ltd.	700 South Flower Street, Suite 630 Los Angeles, CA 90017
	RWBID Construction Management, LLC	139 Hermosa Avenue Hermosa Beach, CA 90254
	Simpson & Simpson Management Consulting, Inc.	718 South Date Avenue, Suite A1 Alhambra, CA 91803
REAL ESTATE SERVICES		
	Michael Baker International, Inc.	5 Hutton Centre Drive, Suite 500 Santa Ana, CA 92707
COMMUNITY ENGAGEMENT & RELATED SERVICES		
	City Fabrick	1444 East 4th Street Long Beach, CA 90802
	KOUNKUEY Design Initiative, Inc.	2355 Westwood Boulevard, #717 Los Angeles, CA 90064
	Moore Iacofano Goltsman, Inc. DBA MIG, Inc.	800 Hearst Avenue Berkeley, CA 94710
	Modern Times, Inc.	1892 East Altadena Drive Altadena, CA 91001