



Caring for Your Coast

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November 8, 2017

**Addendum #1
Request for Statement of Qualifications
As-Needed Environmental Consulting Services
RFSQ #DBH-65**

The Department of Beaches and Harbors issues Addendum One to the As-Needed Environmental Consulting Services Request for Statement of Qualifications, RFSQ #DBH-65, which was released October 18, 2017.

As indicated in the RFSQ, Section 1.7, County Rights and Responsibilities, the County reserves the right to amend the RFSQ by written addendum. This addendum contains answers to questions received in response to the RFSQ.

Thank you for your interest in our Request for Statement of Qualifications for Environmental Consulting Services. As a reminder, proposals are due at our Department's Administrative Headquarters, 13837 Fiji Way, Marina del Rey, CA 90292 on November 22, 2017 by 2:00 p.m.

We look forward to receiving your proposals.

Very truly yours,
GARY JONES, DIRECTOR


Miguelangel Tamayo
Administrative Services Manager I



The information hereunder, specific to the sections discussed below, supersedes any information previously provided as to those sections.

QUESTIONS AND ANSWERS

Q1: Under the Instructions to Vendors, Required Support Documents: Item 3, Proposer's References and Business Summary – Form P-3, letter B, Proposer's References (Appendix B - page 14) it states, "Provide a listing of all contracts performed within the last five years, including County and other governmental entities." Does the County require a list of all contracts that have been performed, either (1) started or completed, (2) completed in its entirety, regardless of contract value) within the last five years or would relevant projects within the last five years meet this requirement?

A1: As stated on Item B located on page 31 of the RFSQ, "Vendors shall provide a listing of all contracts performed within the last five years, including County and other governmental entities."

Q2: Our firm is not a LSBE, SBE, SE, or DVBE. Is it a requirement to have a LSBE, SBE, SE, or DVBE on our team when submitting?

A2: No.

Q3: If we are submitting for all four categories (Biologist, Arborist, Water Quality Specialist, and Environmental Scientist), do we need to submit Forms P-1 – P-16 for each category?

A3: Only one set of Forms P-1 through P-16 is required. However, if you are submitting in multiple categories, separate forms may be submitted for each category if the information differs on selected forms from category to category, such as for Form P-2 or P-3. It is not necessary to provide separate forms for each category if the information is the same. Please ensure each form is clearly labeled if multiple forms are submitted.

Q4: Do we need to submit a separate SOQ for each category?

A4: No. Please reference Q3 above.

Q5: Appendix B, Required Forms, Page 6, 3rd check box states, "Vendor must complete and return required Forms P-1 – P-17 with the SOQ". Please confirm it should be P-16 or please provide location for P-17.

A5: Yes. This is an error. It should state "Vendor should complete and return required forms P-1 – P-16 with the SOQ."

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Q6: Is there a preferred page limit on any additional material, aside from required forms, or qualifications package overall?

A6: No.

Q7: Section 1.10, page 7 "Prior to executing a Master Agreement, all potential Contractors must register in the County's WebVen." Does the vendor and/or subcontractors need to be registered with WebVen before the RFSQ deadline?

A7: No. As stated in RFSQ Section 1.10, Mandatory Requirement to Register on County's WEBVEN, registration must be completed prior to the execution of the Master Agreement. Execution of the Master Agreement occurs after all bids have been evaluated and a recommendation is made to the Los Angeles County Board of Supervisors.

Q8: Section 1.4, page 4, last sentence "Vendors must complete and return required Forms P-1 - P-16 with the SOQ." Do subcontractors need to fill out the required Forms P-1 through P-16 as well?

A8: No. Only contractors who wish to be considered to be included on the Master Agreement list recommended to the Los Angeles County Board of Supervisors need to complete and submit the required forms.

Q9: Is the County looking for consultants to submit as an individual firm, submit as prime firm with subconsultants that can support the prime, or there is no preference?

A9: Vendors must demonstrate that they meet the "Vendor's Minimum Mandatory Qualifications" outlined in RFSQ Section 1.4.

Q10: Section 2.7.4, Item 3, letter B. (Required Forms, References and Business Summary, Proposer's References), first sentence of paragraph. Page 31. "Vendor shall provide a listing of all contracts performed within the last five years, including County and other governmental entities." Can a subset of contracts/references be listed? For example those that adequately document the experience required by the County?

A10: See Answer to Q1.

Q11: What level of pathology qualifications is the County looking for in the biologist disease identification and control?

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A11: There are no specific requirements or qualifications in the field of pathology. As stated in the RFSQ, a biologist shall meet the educational requirement (college degree/s) in the specific field and relevant professional experiences. If further pathological analysis is required in a given assignment, the biologist may forward the data to a qualified lab for further evaluation.

Q12: Can we include resumes as additional information outside of the specific forms?

A12: Yes.

Q13: Would another Biological Science degree suffice if experts hold the required certifications, registrations, and necessary experience?

A13: Acceptable Degrees are outlined in RFSQ Section 1.4, Vendor's Minimum Mandatory Qualifications.