Los Angeles County Department of Beaches & Harbors

Santos H. Kreimann
Director

Kerry Silverstrom
Chief Deputy

Gary Jones
Deputy Director

October 1, 2012

Addendum #1 to Request for Statement of Qualifications for As-Needed Biological Consulting Services RFSQ #DBH48

The Department of Beaches and Harbors issues Addendum One to the As-Needed Biological Services RFSQ #DBH48, which was released on September 11, 2012.

As indicated in the RFSQ, Section 1.7, County Rights and Responsibilities, the County may amend the RFSQ by written addendum. Part One of this addendum contains the questions and answers received after the RFSQ's release, up until September 25, 2012. Part Two of this addendum contains portions of the RFSQ that have been amended and/or revised.

Thank you for your interest in our Request for Statements of Qualifications for As-Needed Biological Consulting Services. As a reminder, Statements of Qualifications are due on October 11, 2012, by 2:00 p.m. Pacific Standard Time, and should be delivered to: 13837 Fiji Way, Marina del Rey, CA 90292.

Very truly yours,

SANTOS H. KREIMANN, DIRECTOR

Nicolette Taylor, Contracts Analyst

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The information hereunder supersedes any other information previously provided.

PART ONE, QUESTIONS AND ANSWERS

Q: Is the project work solely in Marina del Rey or could the work extend into other areas of the County?

A: The contract may include work on our County-operated beaches, as well as Marina del Rey.

Q: When are the proposals due?

A: The Statement of Qualifications (SOQs) are due October 11, 2012.

Q: Could you specify what types of diseases need to be addressed? (Section 1.1, Biologist, Disease Identification and Control)

A: This requirement has been deleted from the Scope of Work, Section 1.1 of the RFSQ.

Q: Has the County (DBH) had an active "As-Needed Biological Consulting Services" contract in the past three years? If so, can you identify the consultant(s) performing the services? Is there an incumbent firm?

A: The Department of Beaches and Harbors has not had a contract for these services in the past three years. There is no incumbent.

Q: Does the County prefer respondents to include sub-consultants for specific technical services or only those services that can be performed "in house"?

A: Any sub-consultant who will provide services on the contract should be used in accordance with Section 8.39 of the Master Agreement. Sub-consultants should be listed on the newly included Form P-16, Staffing and Work Plan, which is attached to this Addendum.

Q: Could a respondent be disqualified for the entire contract if they submit their SOQ for both positions and are only deemed qualified for one by the County?

A: Vendors may submit an SOQ for either Biologist or Arborist or both positions. Vendors may be deemed qualified for one position but not the other. A Vendor's submittal can be disqualified if the County determines that it is non-responsive to the requirements stated in the RFSQ.

Q: Will the County be selecting a limited number of qualified firms?

A: There is no pre-determined number of firms to be selected for the Master Agreement Services. All firms responding to the RFSQ that meet all of the County's requirements will be placed on the Master Agreement list.

Q: Are Vendor qualifications based solely on an individual firm's qualifications or would a team SOQ be considered?

A: All Vendors responding to the RFSQ must meet the Minimum Mandatory Qualifications, whether the submittal is from an individual or a team.

Q: In lieu of an arboriculture degree, if we have an experienced arborist with a certification from the International Society of Arboriculture and a related degree, would that suffice?

A: The arborist position for these services must have a degree in arboriculture as stated in Section 1.4 of the RFSQ and required by the Local Coastal Program.

Q: Can one SOQ respond to both as-needed biologist and arborist services?

A: Yes, it should be indicated on Form P-1, Page 3 whether the submittal is for one or both services.

Q: What additional weight is given to LSBE (small business) submittals?

A: Local Small Business Enterprises receive an 8% bid preference on Work Order bid responses when the lowest cost is the determining factor. However, as stated in Section 3.0 of the Master Agreement, it is the County's intent to issue Work Orders for these services on a rotational basis. Therefore, the preference is not factored in this solicitation.

Q: Regarding recent project experience and references, can this be for the individual specialists presented in the SOQ or must it be corporate experience?

A: It can be both.

Q: Do you have a bidders/proposers/plan holders list for the RFSQ?

A: No.

Q: What is meant by "a copy"? Does the proposal require a resume stating their qualifications including degrees and training or a copy of the vendor's higher education degree certificate?

A: To meet the minimum requirement of the RFSQ, a copy of the Vendor's degree must be included with the SOQ, as stated in Section 1.4 of the RFSQ. Please provide resumes of staff in accordance with the newly included Form P-16, Staffing and Work Plan, which is attached to this Addendum.

Q: Does a Doctor of Philosophy in Fisheries and Wildlife fulfill the requirement of "marine science"?

A: Vendors qualifying as a Biologist must have a bachelor's or higher degree in biological science, marine science or ornithology.

Q: How do we demonstrate "relevant professional experience"? Do we submit resumes for each technical staff member proposed to conduct nesting bird surveys? Is there a page limit for each resume?

A: Relevant professional experience should be demonstrated in accordance with Form P-2, Page 1, Number 1. Please provide resumes of staff in accordance with the newly included Form P-16, Staffing and Work Plan, which is attached to this Addendum. There is no page limit for resumes.

Q: Section 2.9.2, Executive Summary, indicates this section is to provide a "broad understanding of the Vendor's approach, qualifications, experience and staffing."
What type of information on these topics would the Department want described in the RFSQ?

A: The executive summary is a summary of the Vendor's submittal which may incorporate its approach, qualifications, experience etc. to the contract services.

Q: Can you clarify the meaning of SBE and CBE in Number 11 of Section 2.9.4. Are they considered equivalent?

A: Local Small Business Enterprise (LSBE) is a certification the County may give a business it recognizes as a certified small business that allows it to a receive bid preference as outlined in Section 1.32 of the RFSQ. Community Business Enterprise (CBE) is a certification given by the County to a business certified as a minority, women, disadvantaged or disabled veteran owned business.

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Q: What is the anticipated not to exceed dollar value of each Master Agreement?

A: The dollar amount has not been determined as the services will be requested on an as-needed basis.

Q: Could you expand on the item "marine biological surveys" listed under biologist services? Does this include surveys for species beyond fish and shellfish (e.g. marine plants, algae, bacteria, etc.)?

A: Yes, marine biological surveys include species beyond fish and shellfish. We may also require surveys for eel grass and Caulerpa Taxifolia.

The information hereunder supersedes any other information previously provided.

PART TWO, REVISIONS/AMENDMENTS

1. The following is deleted from Section 1.1, Scope of Work, Biologist:

- ~~Disease identification and control~~

2. Section 1.4, Vendor's Minimum Mandatory Qualifications, is amended as follows:

- Vendors must complete and return required Forms P-1 - P-16 with the SOQ.

3. Section 2.9.4, Required Forms, is amended to include the following:

- **16. Staffing and Work Plan - Form P-16**

  Vendor shall submit a Staffing and Work Plan with a listing of staff involved with providing the contract services, including job titles, experience, specific duties and resumes. Vendor shall identify all partners/subcontractors who will be performing work on the contract.

4. Appendix B, Required Forms, is amended to include the following form:

- **Form P-16, Staffing and Work Plan**

STAFFING AND WORK PLAN

1a. STAFFING PLAN: Please provide the requested information for staff, principals and subcontractors. Provide the names, experience and responsibilities of those staff that will be responsible for providing services on the Contract. **Attach each person's resume.**

Position	Name	Experience	Responsibility
Contractor's Representative			
Other:			

1b. PRINCIPAL OWNER(S) OF VENDOR'S ORGANIZATION _____

1c. IDENTIFY PARTNERS/SUBCONTRACTORS

Principal	Firm Name	Relationship to Proposer	Specialty	Address	Phone

1d. ADDITIONAL EMPLOYEES: Provide the job titles and number of employees (other than supervisors identified in 1a) who will be responsible for complying with the Contract requirements.

TITLE	NUMBER	RESPONSIBILITIES

Attach additional pages if necessary