



To enrich lives through effective and caring service



Santos H. Kreimann
Director

Kerry Silverstrom
Chief Deputy

Gary Jones
Deputy Director

February 5, 2013

**Addendum #1 to Request for Statement of Qualifications for
As-Needed Urban Planning and Design Consulting Services
RFSQ #DBH50**

The Department of Beaches and Harbors hereby issues Addendum One to the As-Needed Urban Planning and Design Consulting Services RFSQ #DBH50, which was released on January 15, 2013.

As indicated in the RFSQ, Section 1.7, County Rights and Responsibilities, the County may amend the RFSQ by written addendum. This addendum contains the questions and answers received after the RFSQ's release, up until January 29, 2013.

Thank you for your interest in our Request for Statements of Qualifications for As-Needed Urban Planning and Design Consulting Services. As a reminder, the initial deadline for submitting Statements of Qualifications (SOQs) is 2:00 p.m. Pacific Standard Time, February 14, 2013 and submissions should be delivered to: 13837 Fiji Way, Marina del Rey, CA, 90292. However, the County will continuously accept SOQs throughout the duration of the Master Agreement.

Very truly yours,

SANTOS H. KREIMANN, DIRECTOR


Nicolette Taylor, Contracts Analyst

The information hereunder supersedes any other information previously provided.

QUESTIONS AND ANSWERS

Q: Will there be a pre-proposal meeting for the Department's as-needed urban planning and design RFSQ, due February 14th? Also, is a list of RFSQ-holders available (i.e., companies that downloaded the RFSQ)?

A: The Department will not hold a proposers conference for this solicitation. There is no available list of firms that downloaded the RFSQ.

Q: May urban planning and landscape architecture firms submit as individual firms or are you looking for full compiled teams that are architect-led and contain all of the subset of specialties that you have listed in the qualifications section in one team (e.g. graphics, planning, branding, landscape design, etc)?

A: Firms may submit their SOQ's as individual firms or as one team with sub-consultants. There isn't a requirement that one firm should provide all the specialties listed in the RFSQ; however some firms may feel it is more advantageous to have sub-consultants. The objective of the RFSQ is to create a pool of qualified vendors who can collectively provide all the services required by the RFSQ.

Q: Can you please let us know if the Department would be able to negotiate alternative language to the contract terms included in the RFSQ?

A: The RFSQ states in Section 2.7, Acceptance of Terms and Conditions of Master Agreement, "Vendors understand and agree that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of Appendix A, Master Agreement." Therefore, the terms and conditions of the RFSQ are not negotiable.

Q: Is there is a reference RFSQ number?

A: This solicitation can be referenced as RFSQ #DBH50.

Q: Is there a page limit to the RFQ?

A: There is no page limit to SOQ submittals.

Q: Can we submit after Feb 14th? Is there a benefit to submitting on Feb 14th?

A: Yes, the County will continuously accept SOQ's throughout the duration of the Master Agreement to qualify Vendors. Qualified SOQ's submitted prior to the initial February 14, 2013 deadline will be part of the recommendation to the Board of Supervisors for approval of the Master Agreement, and therefore those contractors will have a longer contract term than qualified SOQ's submitted at a later date.

Q: Is there a dollar limit to the contract?

A: The annual aggregate amount the County has budgeted for the first year of the Master Agreement is \$100,000.

Q: Who is preparing the Guidelines mentioned on Page 2? The phrase "Assist the County" is used throughout.

A: The qualified vendors would be required to provide the listed scope of services as outlined in the RFSQ Section 1.1, Scope of Work, including, but not limited to assisting the County in preparing design guidelines.

Q: Is there a ranking system developed for this award? If so, what is the Ranking system?

A: There is no ranking system for the RFSQ. Master Agreements will be executed with all vendors who are determined to be qualified, and who meet the Minimum Mandatory Requirements as outlined in Section 1.4 of the RFSQ.

Q: Is there a specific SBE Goal? If so what is it? Is it required of the proposed team or per work order?

A: There is no specific Small Business Enterprise (SBE) Goal. The County will give a preference to any qualifying vendor meeting the program requirements as stated in the RFSQ, Sections 1.32, Local Small Business Enterprise Preference Program.

Q: Is SBE/CBE advertising required at this time?

A: There is no SBE/CBE advertising required of the vendors. Notice of this RFSQ was advertised by the Department on the County's "Doing Business with Us" website (<http://camisvr.co.la.ca.us/lacobids/>).

Q: Is there a set Organization of the RFSQ response?

A: All SOQ submittals must be submitted in the format outlined in the RFSQ, Section 2.8, Preparation and Format of the SOQ.