



ADDENDUM 1

Responses to Vendor Questions

March 16, 2021

Vendors were invited to submit written questions addressed to TAP@RPOSD.LACounty.gov regarding the RFSQ by March 4, 2021 (See Section 2.5 of the *Request for Statement of Qualifications (RFSQ): Parks and Open Space Grants – Measure A Technical Assistance Program Professional Services, February 16, 2021*). The submitted questions have been compiled with the appropriate answers in this document.



1. Workshop Information

- a. *Will RPOSD provide the list of firms that participated in the pre-solicitation workshop?*

Response: No.

- b. *Are you able to provide a copy of the video or a link to where the workshop can be downloaded?*

Response: The Workshop video presentation, PowerPoint slide show, and the Q&A are posted on the RPOSD website at RPOSD.LACounty.gov

We encourage you to visit the website frequently for the latest information.

- c. *Will there be additional workshops for non-profits who need Technical Assistance for grant applications in high need areas?*

Response: Interested parties who represent high or very high need areas may contact TAP@RPOSD.LACounty.gov for assistance with specific projects.

2. General and Administrative

- a. *How do I get on the list to be notified of updates to this solicitation? I'd like to receive email updates.*

March 16, 2021

Addendum 1– Responses to Vendor Questions

RFSQ: Parks and Open Space Grants Measure A TAP Professional Services by RPOSD

Response: We encourage you to visit the RPOSD website frequently for the latest information. While there is no unique mailing list for this solicitation, the link to join RPOSD’s general mailing list can be found at <https://rposd.lacounty.gov/contact-us/>

- b. *Where can I access the current version of the RFSQ, that includes any changes that may have been made since that date of the Workshop?*

Response: The current version is on our Website: RPOSD.LACounty.gov

- c. *How regularly will Master Agreements be presented to the Board of Supervisors for approval?*

Response: The Board of Supervisors gave delegated authority to RPOSD to implement Measure A, in accordance with County contracting procedures. RPOSD will review proposals on an ongoing basis to qualify vendors.

- d. *How often will the review of applications take place after the initial March 26th deadline?*

Response: On an ongoing basis at RPOSD’s discretion.

- e. *If we intend to submit our final SOQ via email, should our SOQ be sent to TAP@rposd.lacounty.gov or is there another email address we should use?*

Response: Submit your SOQ to TAP@RPOSD.LACounty.gov.

The name must follow .pdf criteria.

- f. *How many MSA contract awards will be issued?*

Response: Master Agreements will be executed with all interested Vendors determined to be qualified for a particular Skill Category(ies). The execution of a Master Agreement does not guarantee a Contractor any minimum amount of business.

3. Location of Key Staff (Section 1.5.2)

- a. *Section 1.5.2 requires that the Vendor’s office and personnel be located in Southern California. If the primary staff (ie. Project Manager, Key Staff) are located in Southern California, will additional staff located in offices outside of Southern California (technical experts, additional staff) be acceptable and considered in the SOQ by RPOSD?*

Response: Additional staff may be located outside of Southern California; however, travel to Los Angeles County, and related expenses, cannot be included in the budget.

For purposes of the RFSQ, RPOSD is defining Southern California as the counties of: Los Angeles, Ventura, Santa Barbara, Riverside, San Bernardino, Orange, and San Diego.

4. Demonstration of Qualifications and Skills Categories

- a. *Would capacity-building for RPOSD, vendors, and park eligible entities regarding community engagement, local/place-based network/partnership development + capacity-building, and leadership development fall into Category 8?*

Response: Yes, but specific project needs will be described in a Statement of Work that accompanies a Work Order Solicitation.

- b. *If we are applying for multiple skills, do we need to create a separate application for each?*

Response: No, one application can address multiple Skill Categories, however, applicants should pay close attention to “for each Skill Category” language in the SOQ.

- c. *Should proposers form a team of vendors to propose on a number of skill categories or should the vendors propose separately?*

Response: If the team of vendors meets the criteria for a Qualified Vendor, then one Statement of Qualifications may be sufficient.

- d. *If a vendor wishes to submit qualifications for more than one master agreement skill category, will the vendor be required to submit a separate SOQ for each skill category or submit one comprehensive SOQ package addressing all the categories being submitted for?*

Response: The vendor should submit one comprehensive SOQ package addressing all the Skill Categories for which it seeks to qualify.

- e. *Exhibit K, Category 3. Planning, Design, and Multi-benefits Category describes multiple disciplines. If submitting qualifications for this category, is the Vendor required to provide qualifications for all disciplines listed (either as prime or with sub-consultants)?*

Response: No, just the discipline for which they seek to qualify.

- f. *Section 1.5.2 requires that vendor demonstrate that it has completed 3 relevant projects within LA County. Exhibit K, Category 3 Planning, Design, Multi-Benefits Category lists multiple disciplines. If the vendor submits qualifications including multiple disciplines, is each discipline required to demonstrate 3 relevant projects?*

Response: The relevant projects are required per category, not per discipline.

- g. *For Vendors seeking qualification in Category 1, Community Outreach and Engagement, RPOSD will allow a Vendor to submit an SOQ even if the company has not been in business for the minimum number of years identified in the RFSQ, provided its principals, partners or officers personally meet the minimum qualifications from previous organizations. To qualify, Vendors must expressly state that they are seeking qualification under this Section. Can you confirm that*

March 16, 2021

Addendum 1– Responses to Vendor Questions

RFSQ: Parks and Open Space Grants Measure A TAP Professional Services by RPOSD

this states that the firm may be exempt from the 3 years of experience with LA County requirement, as long as we can show related experience from other agencies?

Response: If the principals, partners or officers of the organization seeking qualification in Category 1 personally meet the minimum qualifications, then the organization may submit an SOQ.

- h. Page 5 Sect 1.5.2 requires 3 completed projects for the County, is there a timeframe for when these projects were done?*

Response: No, there is no timeframe.

- i. Page 5 Sect 1.5.2 said 3 projects, then page 25 A.1.2 says 2 projects, then page 26 A.1.3 says 1 project, please clarify.*

Response: RPOSD is issuing an Addendum Two to this RFSQ to provide clarification on these sections. The number of projects is described in Section 1.5.

- j. Is there a page limit? We did see that there is a word count of 250 for project descriptions, but did not find a overall page limitation.*

Response: There is no page limit; however, concision and clarity is appreciated.

- k. Section 1.5.2 indicates that the vendor must, "demonstrate that it has successfully completed at least three (3) relevant projects in Los Angeles County." Should we include two or three projects in section A.1.2 of the submittal?*

Response: RPOSD is issuing an Addendum Two to this RFSQ to provide clarification on these sections. The number of projects is described in Section 1.5.

- l. Do we need to submit at least 3 additional project samples to meet the qualifications requirement for each skills category? I'm not clear on how we provide three samples (as indicated in 1.5.2) for each category for which we are applying between this part of the submission and the preceding part of the submission, and/or how we should break them up in the table of contents.*

Response: RPOSD is issuing an Addendum Two to this RFSQ to provide clarification on these sections. The number of projects is described in Section 1.5.

- m. Can we provide introductory text to these project samples in section A.1.3?*

Response: No.

- n. Can we provide images for submission sections A.1.2 and A.1.3?*

Response: Yes.

March 16, 2021

Addendum 1– Responses to Vendor Questions

RFSQ: Parks and Open Space Grants Measure A TAP Professional Services by RPOSD

- o. Is there a page limit maximum for section A.1.2 and A.1.3?*

Response: No, there is no page limit.

- p. Should these forms appear both in Section A.2 of the response and Section B (required forms), or in only one part of the response? If in only one section, which section?*

Response: The required forms only need to appear once your submission. All required forms shall be submitted in response to Section B.

- q. When it says 3 examples of similar work in LA County, does that just mean located in the County and not necessarily FOR the County. For example, similar workdone for a city or private nonprofit. Do you require a separate SOQ for each discipline?*

Response: Work performed in Los Angeles County for non-County entities is acceptable. Only one SOQ should be submitted for multiple Skill Categories.

- r. We are considering submitting on 3 categories. Are we to make one whole submittal in PDF via email no matter how many Categories we are submitting on? Or is there a requirement for labeling as Cat. X, Cat. Y, or Cat Z? Would we have to separate submittals for each category?*

Response: One submittal for multiple Skill Categories.

5. Statement of Work, Bids and Work Orders

- a. The RFSQ indicates that once issued an MSA, the vendor will need to bid on each Task Order. Is that correct?*

Response: Correct, Qualified Contractors must submit bids responding to work order solicitations. The execution of a Master Agreement does not guarantee a Contractor any minimum amount of business.

- b. For each Task Order, would we bid against all of the qualified vendors or will RPOSD solicit bids from a smaller pool of MSA contract holders?*

Response: Work Order Solicitations will only be sent to Qualified Contractors, i.e., only those Qualified Vendors that executed a Master Agreement. As parkland projects arise during the term of the Master Agreement, Qualified Contractors in the applicable Skill Categories will be solicited for bids or proposals to perform work under a Work Order.

- c. If a firm is selected to be on the TAP to help communities, does that preclude us from helping clients that do not seek TAP assistance?*

Response: No, however, any potential conflicts of interest must be disclosed and resolved between the relevant parties.

March 16, 2021

Addendum 1– Responses to Vendor Questions

RFSQ: Parks and Open Space Grants Measure A TAP Professional Services by RPOSD

- d. *In other words, are there conflicts of interest writing a grant for our own client while being on this TAP contract?*

Response: See response to 5(c).

- e. *Are "vendor" and "contractor" used interchangeably?*

Response: No, a Qualified Contractor is a vendor that has qualified and executed a Master Agreement.

- f. *Will there be opportunities to work with potential park applicants on other grant funding opportunities intandem w/ competitive RPOSD bids?*

Response: Yes, we encourage the delivery of technical assistance professional services that are applicable to all Measure A Funding Categories.

6. Eligible and Ineligible Costs

- a. *Am I interpreting correctly what I heard in the GAM presentation today and see in the manual that indirect costs are not permitted in Measure A grants? Does this apply to all categories?*

Response: We are in the process of updating the GAM; the allowable 'Direct' and 'Indirect' costs are being evaluated. We will provide additional information on this topic on our website on March 31, 2021.