

ADDENDUM ONE
QUESTIONS AND ANSWERS TO RFP INQUIRIES
Request for Proposal: 2023 RFP Summer Use License

Q1: Why has the Gross Receipt fee for the 2023 Summer Use License increased to 20%?

A1: The Gross Receipts fee for the 2023 Summer Use License increased from 15% to 20%. This is the first percentage increase by the County since 2011. The increase is necessary to ensure our commitment to providing beach services and remain efficient, while lengthening the season of active beach use.

Q2: Can operators pay Gross Receipts in advance and the actual Gross Receipts at the end of the calendar year?

A2: The estimated Gross Receipt can be paid in advance or in installments. All actual Gross Receipts are due at the end of the calendar year.

Q3: Is the minimum location bid fee part of the Gross Receipts?

A3: Yes. Operators who are granted a permit will pay either their minimum Bid Amount annually or 20% of Gross Receipts, whichever amount is higher.

Q4: What is the Gross Receipts payment schedule?

A4: The Gross Receipts schedule is as follows:

- First installment: 25% of estimated Gross Receipts and location bid fee will be due the first Friday in May;
- Second installment: 25% of estimated Gross Receipts will be due no later than the fourth Friday in July;
- Third installment: 50% of estimated Gross Receipts will be due no later than first Friday in October; and
- Any additional payments due, based upon actual Gross Receipts, must be paid in full within 30 calendar days following confirmation of the Gross Receipt letter.

Q5: Are there any penalties if I am late in making a payment?

A5: Yes. In the event the Permittee fails to pay any of the fees on time, a \$100 a day late fee will be charged.

Q6: Is the percentage increase only for Summer Use Licenses, or does it apply to off-season licenses as well?

A6: Currently, the increase only applies to the 2023 Summer Use License.

Q7: Do operators have to pay the bid fee when submitting the application?

A7: No. The bid fee is required to be paid later if the license is awarded. However, a non-refundable \$250 application fee is due at the time of application submission.

Q8: Does the “outstanding amount” include end-of-summer payments for summer 2022?

A8: After the end of the License term, your account will be reconciled in preparation for the upcoming 2023 Summer Use License. Any outstanding amounts due, which include any end-of-summer payments, must be paid within the specified timeframe.

Q9: Is the competitive bid for the 2023 Summer Use License good for one year?

A9: No. The complete bid offered for awarded 2023 Summer Use License(s) will be good for the initial three-year term, in addition to a two-year option period.

Q10: How is the Annual License for each location processed?

A10: Non-competitive Annual Licenses are processed on a first-come, first-served basis.

Q11: Will the Community Service Plan accept a model in which no one is turned down for aid (aka everyone asking for aid is given as much aid needed) regardless of income bracket?

A11: To receive up to 5% credit on the Licensee’s Gross Receipts or Bid Amount (whichever is greater), a Community Service Plan must be included in your proposal. When creating a Community Service Plan, consider the following:

- Describe why the project is needed.
- Identify who (i.e., individuals or groups of individuals) will benefit from your service.
- Identify the project the organization will perform.
- List of all the expected outcomes of the project.
- Identify whether financial aid/scholarships or other in-kind assistance are offered and how much.

The Community Service Plan will be assessed for relevance based on projects identified organization will perform. The Department reserves the right to revise the Community Service Plan. If so, the Licensees will be notified 30 day prior to implementation.

Q12: How does working with or partnering with nonprofits factor into the Community Service Plan?

A12: Applicants are not required to work or partner with a nonprofit organization to be considered for the maximum credit of 5% towards the Licensee's Gross Receipts or Bid Amount. However, if the applicant wishes to work or partner with a nonprofit organization to implement its Community Service Plan, they may do so with the understanding that the applicant will be the primary License holder.

Q13: Will the credit for the Community Service be paid to the Licensee at the calendar year-end or simply just taken off their final bill? If paid out to the licensee, how will it be paid?

A13: The credit, if any, will be paid to the Licensee at the calendar year-end. If there is an overpayment based on the estimated Gross Receipt, then the overage will be refunded to the Licensee.

Q14: How should we approach families who do not have official documents (e.g., tax return documents, Social Security number, etc.) needed for the Community Service Plan?

A14: When dealing with the public, it is the responsibility of the Licensee to comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies, procedures, and provisions. Furthermore, Licensee will assure the County that all individuals are treated fairly and equally without regard to or because of race, color, sex, sexual orientation, gender identity, ancestry, religion, age, physical/mental disability, marital status, or national origin.

Q15: Is it possible to get parking passes with a Use License?

A15: All vehicles must pay the posted rates for [public beach parking lots](#) owned and managed by the County.

Q16: Will families that qualify for the Community Service Plan receive free parking?

A16: No. All vehicles must pay the posted rates for [public beach parking lots](#) owned and managed by the County.

Q17: Under the Community Service Plan, is 5% equivalent to 5 points?

A17: Yes.

Q18: Are Will Rogers' Towers 10 and 14 listed as Beach Tower Locations in the RFP?

A18: Yes. These locations are listed in Attachment A.

Q19: Can a Licensee hold more than three-weekday Summer Use Licenses?

A19: No. However, it is possible for a Licensee to be issued more than three-weekday Use Licenses. Once the selection process is complete and there are still sites available, applicants may apply for additional Annual Licenses on a non-competitive basis for the off-season months (October through May) only.

Q20: Can the 2023 Summer Use License RFP submittal deadline be extended?

A20: No. The final RFP submittal is Friday, September 30, 2022.

Q21: Will an in-person Questions and Answers Workshop be available for the 2023 Summer Use License RFP?

A21: No. Currently, the Department is only accepting questions on the selection process and application requirements via e-mail at permits@bh.lacounty.gov. Answers will be posted on the Department's website.

Q22: How many copies of my 2023 Summer Use License proposal are required?

A22: Applicants must submit one set of unbound (i.e., documents cannot be stapled or bounded together) and five sets of bounded hard copies mailed or delivered to the Department of Beaches and Harbors' Permits Office, located at 4601 Lincoln Blvd. Marina del Rey, CA 90292, In addition, one set of electronic documents must be emailed to permits@bh.lacounty.gov or provide on a thumb drive.

Q23: Are the 2023 Summer Use License process on a first-come, first-served basis?

A23: All applications will be time-stamped upon receipt. The submittal of applications is only time-sensitive when two applicants bid for the same location and score equally.

Q24: Are photos allowed in my 2023 Summer Use License application package?

A24: Yes.

Q25: Does the parking and transportation plan have to be approved before an operator submits his/her application, or does the plan only need to be approved before commencing operations?

A25: The parking/transportation plan does not need prior approval. However, it will be evaluated as part of the application and will need to be approved before the commencement of beach operations.

Q26: If a lifeguard deems a surf school unsafe, will they still be awarded a License?

A26: The Fire Department's Lifeguard Division will establish a complaint file at its respective Lifeguard Headquarters to document repeat violators. If the County finds that any provision of the Summer Use License has been violated, such violation will constitute a material breach.

Q27: How will permit enforcement change or be modified to add more protection for those with permits?

A27: The Permits Section monitors the Licenses and Permits that are issued for beach activities, which are governed under the Los Angeles County Code of Ordinances.

Q28: How will unpermitted operators be handled?

A28: According to Section 17.12.345(c) of the County Code, any person participating in an event or activity without a properly issued license or permit may be subject to removal from the beach by a peace officer in addition to any other enforcement action or penalty authorized by law.

Q29: Will there be a direct point of contact with permit enforcement in order to report dangerous/unpermitted surf instruction while it is occurring?

A29: In the case of an emergency, please call 911. For non-life-threatening calls and to report illegal beach activities, please call the Department's Enforcement Supervisor's numbers listed below.

310.420.7225
310.678.8743
310.420.4679

Q30: Will citation fees be increased to prevent unpermitted operators from operating on the beach?

A30: No. Currently, citation fees range from \$100 to \$300.