

Technical Assistance Program  
Request for Statement of Qualifications – RPOSD TAP Master Agreement

Vendor Pre-solicitation Workshop

Measure A: Safe, Clean Neighborhood Parks, Open Space,  
Beaches, Rivers Protection, and Water Conservation Act of 2016

Christina Angeles – Deputy District Administrator  
Narineh Nersessian – Manager, Administrative Section  
Agie Jordan III – Manager, Grants Section  
Jack Sahl – Project Manager & FUSE Executive Advisor

Los Angeles County Regional Park and Open Space District



February 25, 2021

# Meeting Objectives and Ground Rules

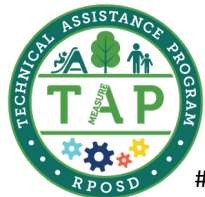
## Objectives

This is the RPOSD TAP RFSQ Pre-solicitation Workshop

1. Provide information about the TAP Consulting Services for park need communities
2. Provide background on the Request for Statement of Qualifications (RFSQ)

## Ground Rules:

1. Must register in advance;
2. Participant telephone will be muted;
3. Written questions will be accepted at [TAP@RPOSD.LACounty.gov](mailto:TAP@RPOSD.LACounty.gov) until March 4, 2021





# Request for Statement of Qualifications (RFSQ)

## Park and Open Space Grants – Measure A

### Technical Assistance Program Professional Services

Prepared By  
County of Los Angeles, Regional Park and Open Space District

February 16, 2021



#WeAllNeedParks

# RPOSD Request for Statement of Qualifications (RFSQ)

## Vendor Pre-Solicitation Workshop

All sections and Appendixes in this RFSQ are equally important. While we are not reviewing every aspect of the RFSQ, this does not diminish their importance. You are responsible for complying with all conditions specified in the RFSQ. The RFSQ is the correct document if there is any discrepancy between materials presented as part of the pre-solicitation Workshop and what is in the RFSQ.

### Covered Topics

#### 1.0 General Information

- 1.1 Purpose and Background
- 1.2 Scope of Work
- 1.5 Vendor's Minimum Qualifications
- 1.8 Master Agreement Process
- 1.10 Work Order Solicitation and Award Process

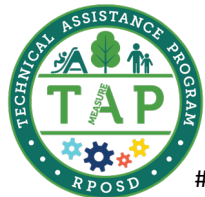
#### 2.0 Instructions To Vendors

- 2.1 RPOSD Responsibility
- 2.3 RFSQ Timetable
- 2.5 Vendors' Questions
- 2.6 Vendor Pre-Solicitation Workshop
- 2.7 Preparation and Format of the SOQ

#### 3.0 SOQ Review/Selection/Qualification Process

- 3.1 Review Process
- 3.4 Master Agreement Award

#### Appendix K: Parkland Project Development Scope of Services



# RPOSD Request for Statement of Qualifications (RFSQ)

## Vendor Pre-Solicitation Workshop

### 1.0 General Information

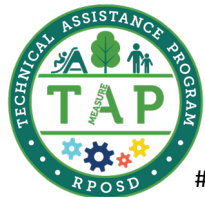
#### 1.1 Purpose and Background

The County of Los Angeles, Regional Park and Open Space District (RPOSD) is seeking qualified vendors to enter into Master Agreements with RPOSD to provide Technical Assistance (TA) Professional Services to support Measure A Competitive Grants. These resources are part of the RPOSD Technical Assistance Program (TAP).

#### 1.2 Scope of Work

Some significant features of this RFSQ and resulting Master Agreement are as follows:

1. The terms contained in the Master Agreement are non-negotiable. The Master Agreement will be uniformly executed amongst all Qualified Contractors.
2. The Master Agreement may be amended, from time to time during the term of the Master Agreement.
3. During the term of the Master Agreement, newly Qualified Vendors may be added at any time to the list of Qualified Vendors for each Skill Category, and newly Qualified Contractors in the respective Skill Categories will be included in Work Order Solicitations.
4. During the term of the Master Agreement, Skill Categories may be added or deleted at any time, based on RPOSD's needs and at RPOSD's sole discretion. Qualified Vendors wishing to expand the number of Skill Categories for which they are eligible may also apply at any time to be added to the list of Qualified Vendors for new Skill Categories. Qualified Contractors wishing to expand the number of Skill Categories for which they are eligible may also apply at any time to be considered for Work Order Solicitations in the new Skill Categories.
5. Work Order Solicitations will be sent electronically to Qualified Contractors in the respective Skill Categories and responses to the Work Order Solicitations shall be submitted electronically, unless otherwise stated in the Work Order Solicitation.



# RPOSD Request for Statement of Qualifications (RFSQ)

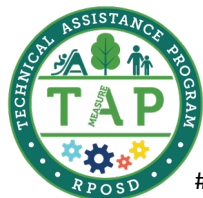
## Vendor Pre-Solicitation Workshop

### 1.0 General Information

#### 1.5 Vendors' Minimum Qualifications

Interested and qualified Vendors that meet the Minimum Qualifications for specific Skill Categories and as further described below are invited to submit an SOQ.

- 1.5.1 Vendor must have experience providing the type of service(s), its equivalent, or similar experience to, at least one of the Skill Categories stated in [Appendix K](#), for which it seeks qualification. Vendor must demonstrate that it has the necessary professional license or certification, as applicable, in the area that it seeks qualification.
- 1.5.2 The Vendor must demonstrate that it has successfully completed at least three (3) relevant projects in Los Angeles County, with the assigned deliverables, schedule, and budget. Vendor's office and personnel must be located in Southern California.
- 1.5.3 Vendor must demonstrate that it possesses the relevant skills to provide services in one or more of the Skill Categories. Vendor must indicate for which Skill Category(ies) they are interested in qualifying. For each Skill Category it is interested in qualifying for, Vendor must:
  - (1) describe its approach to providing the services within that Skill Category; and
  - (2) describe its experience providing the services within that Skill Category.



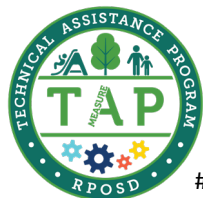
# RPOSD Request for Statement of Qualifications (RFSQ)

## Vendor Pre-Solicitation Workshop

### 1.0 General Information

#### 1.5 Vendors' Minimum Qualifications

- 1.5.4 If Vendor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller or RPOSD within the last 10 years, Vendor must not have unresolved questioned costs identified by the Auditor-Controller or RPOSD, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.



# RPOSD Request for Statement of Qualifications (RFSQ)

## Vendor Pre-Solicitation Workshop

### 1.0 General Information

#### 1.8 Master Agreement Process

The Master Agreement process is described in this Section 1.8; however, project specifications, tasks, deliverables, etc. will be determined when RPOSD issues a Work Order Solicitation and in accordance with Paragraph 3.4 of Appendix H (Sample Master Agreement).

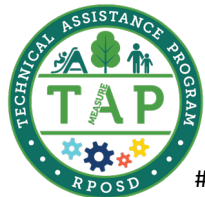
1.8.1 Master Agreements will be executed with all interested Vendors determined to be qualified for a particular Skill Category(ies).

1.8.2 Upon RPOSD's execution of these Master Agreements, the Qualified Vendors will become Qualified Contractors, and thereafter be solicited under competitive conditions to provide as needed Measure A TAP Professional Services under Work Orders to be issued by RPOSD.

1.8.3 Work Orders resulting from successfully solicited Work Order Solicitations will include a Statement of Work which will describe in detail the particular project and the work required for its performance.

1.8.4 The execution of a Master Agreement does not guarantee a Contractor any minimum amount of business.

1.8.5 Since the Master Agreement includes various categories of services, only those Contractors qualified for the specific category will be invited to submit bids.





# RPOSD Request for Statement of Qualifications (RFSQ)

## Vendor Pre-Solicitation Workshop

### 2.0 Instructions to Vendors

This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

#### 2.1 RPOSD Responsibility

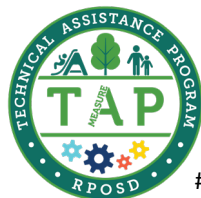
RPOSD is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

#### 2.3 RFSQ Timetable

The timetable for this RFSQ includes the following dates:

- |  |           |
|--|-----------|
| ➤ Release of RFSQ                                    | 2/16/2021 |
| ➤ Vendor Conference Date                             | 2/25/2021 |
| ➤ Request for a Solicitation Requirements Review Due | 3/2/2021  |
| ➤ Written Questions Due                              | 3/4/2021  |
| ➤ Questions and Answers Released                     | 3/15/2021 |
| ➤ SOQ due by   | 3/26/2021 |

After initial deadline, qualifications will be reviewed on a continuous basis through 2/1/2025. The review of Vendor qualifications will occur as scheduled by RPOSD.



# RPOSD Request for Statement of Qualifications (RFSQ)

## Vendor Pre-Solicitation Workshop

### 2.0 Instructions to Vendors

This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

### 2.5 Vendors Questions

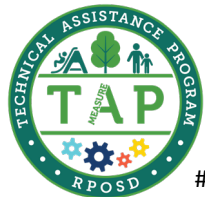
Vendors may submit written questions regarding this RFSQ to the email address identified below. All questions must be received by March 4, 2021. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFSQ.

When submitting questions, please specify the RFSQ section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFSQ. RPOSD reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage Vendors or, due to unclear instructions, may result in RPOSD not receiving the best possible responses from Vendor.

Questions should be addressed to:

[TAP@rposd.lacounty.gov](mailto:TAP@rposd.lacounty.gov)



# RPOSD Request for Statement of Qualifications (RFSQ)

## Vendor Pre-Solicitation Workshop

### 2.0 Instructions to Vendors

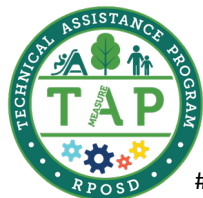
This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

### 2.7 Preparation and Format of the SOQ

All SOQs must be submitted as a read only .pdf file, electronically. Any SOQ that deviates from this format may be rejected without review at RPOSD's solediscretion.

The content and sequence of the SOQ must be as follows:

- Cover & Title
- Table of Contents
- Vendor's Qualifications (Section A)
- Required Forms (Section B)
- Proof of Insurability (Section C)
- Proof of Licenses (Section D)



# RPOSD Request for Statement of Qualifications (RFSQ)

## Vendor Pre-Solicitation Workshop

### 3.0 SOQ Review/Selection/Qualification Process

This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

#### 3.1 Review Process

SOQs will be subject to a detailed review by qualified RPOSD staff. The review process will include the following steps:

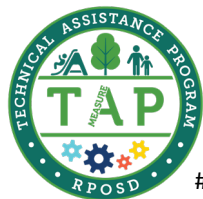
RPOSD shall review the Vendor's Organization Questionnaire/Affidavit and CBE Information – Exhibit 1 of Appendix A, Required Forms, and determine if the Vendor meets the minimum qualifications as outlined in sub-paragraph 1.5 of this RFSQ.

Failure of the Vendor to comply with the minimum qualifications may eliminate its SOQ from any further consideration. RPOSD may elect to waive any informality in an SOQ if the sum and substance of the SOQ is present.

#### 3.4 Master Agreement Award

Vendors who are notified by RPOSD that they appear to have the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Agreement if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the Master Agreement and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to RPOSD's satisfaction can a Vendor, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Master Agreement.

RPOSD will execute Board of Supervisors-authorized Master Agreements with each selected vendor. All Vendors will be informed of the final selections.



# RPOSD Request for Statement of Qualifications (RFSQ)

## Vendor Pre-Solicitation Workshop

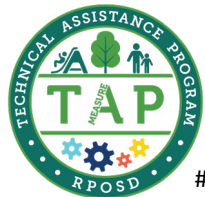
### Appendix K Parkland Project Development Scope of Services

Depending on the type of work described in the Work Order Request, a Consultant may be selected based on expertise in one or more of the following disciplines:

1. Community Outreach and Engagement
2. Environmental Studies;
3. Acquisition Services;
4. Project Feasibility and Cost Estimation;
5. Planning, Scoping, Design, Engineering, and Construction documents;
6. Grant Writing and Application
7. Project and Construction Management
8. TAP Program Development and Implementation

The parkland project technical resource categories each represent a segment of the park project development continuum. The descriptions are representations of the kind of work that would be expected in that category. These do not include all relevant examples. The Qualified Vendors will be asked to bid on a Work Order Request, developed in coordination with eligible park entities. The submitted bids will be evaluated on: a) Approach; b) Deliverables; c) Innovation; d) Schedule; and e) Budget. The Statement of Work may call for work product beyond the examples provided below.

Each potential vendor must specify which category (or categories) the vendor seeks qualification for. Eligible park entities and/or RPOSD will select qualified vendors to provide TAP Services.



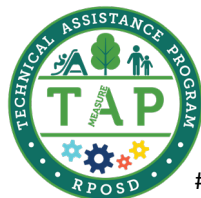
# RPOSD Request for Statement of Qualifications (RFSQ)

## Vendor Pre-Solicitation Workshop

### Notice:

The RFSQ Section 1.5.4 (Vendor's Minimum Qualifications), Section 2.3 (RFSQ Timetable), and Appendix K (Parkland Project Development Scope of Services) have been updated since the first release on February 16, 2021

You should access the most current version when preparing your response.



## RPOSD Measure A Technical Assistance Program (TAP)

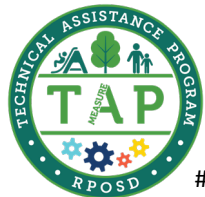
- ✓ Parks and Open Spaces Are Good For Families and Their Communities
- ✓ Access To Parks and Open Spaces Is Not The Similar Across Los Angeles County
- ✓ These Same Communities Are Also Impacted By Poverty and Environmental Pollution

### The goal:

Achieve 'park/open space' equity  
by supporting the development of park and open space grant applications  
that result in: 1) Park Acreage; 2) Trails; 3) Amenities; 4) Recreational Access; and 5) Jobs  
in communities identified as park 'High-need' or 'Very-High-Need' in the LA County Park Needs Assessment<sup>1</sup>.

Visit Our WebSite for additional information about RPOSD, Measure A Funding, and TAP

[RPOSD.LACounty.gov](http://RPOSD.LACounty.gov)



<sup>1</sup> LACountyParksNeeds.org



*Thank-you!*