



**ADDENDUM NO. 1**

Date Issued: December 6, 2018  
Date Effective: December 6, 2018  
RFP Name: RPOSD RFP Special Tax Consulting Services  
RFP Number: RPOSD-RFP2018.11

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Addendum No. 1 consists of 4 pages, and is being issued prior to receipt of responses in order to:

1. Answer questions about the RFP that were received before the December 4, 2018, deadline. Questions received have been copied below with minor adjustment for grammar and contextual purposes;
2. Update cc email address for submissions of RFP's;
3. Address a Solicitation Requirements Review; and
4. Provide an updated copy of Appendix D (Required Forms) Exhibit 3 – Prospective Contractor List of Contractors

For any questions associated with the Addendum, please contact Rigoberto Sanchez at [rsanchez@rposd.lacounty.gov](mailto:rsanchez@rposd.lacounty.gov). He can also be reached at (626) 588-5032.

## Questions and Answers

1. Please provide the final (with any clarifications or amendments) special tax formula for the application of the tax to all parcels.

*The Special Tax is imposed upon all improved parcels located within the boundaries of RPOSD, which are coterminous with the County of Los Angeles, including all incorporated areas. The Special Tax is levied on all improved parcels per square foot of structural improvements at a rate of 1.5 cents per square foot, excluding the square footage of improvements used for parking.*

2. Should the contractor provide a toll-free phone number for application on the property tax bills, for inquiries?

*No, RPOSD uses its own number to answer inquiries.*

3. Under scope of work item 6.2.1 (Appendix A, page 4), "Contractor shall provide a full-time Contractor Project Manager. RPOSD must have access to the Contractor Project Manager during RPOSD business hours and during specified timeframe identified by RPOSD and the Contractor. Contractor shall provide a telephone number where the Contractor Project Manager may be reached during RPOSD business hours from Monday through Thursday, 6:30 a.m. to 5:30 p.m. Is 8:00 a.m. to 5:00 p.m. Monday to Friday acceptable for hours of operation?"

*RPOSD conducts business during the specified timeframe. RPOSD expects to be able to reach the Contract Project Manager within the timeframe referenced. Adjustments to this timeframe can occur, if it is decided by the Project Director and Contractor.*

4. Is it mandatory, that all contracts for the previous three years be listed per the instructions?

*See next section for additional information about this question.*

5. When I email [OSDAdministration@parks.lacounty.gov](mailto:OSDAdministration@parks.lacounty.gov) I receive an error message. Is there an alternative email?

*The alternative email address is [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov)*

## Solicitation Requirements Review

On December 3, 2018, RPOSD received a Solicitation Requirements Review which stated the following:

Providing our entire list of contracts with public entities as required in Exhibit 3 - Prospective Contractor List of Contractors, located in Appendix D (Required Forms) is an extremely onerous task as we provide a broad list of services to hundreds of local government agencies. It would take hundreds of hours of staff time, with extensive expenses for the effort. Providing this information will also put us at a competitive disadvantage to others. Providing a sampling of contracts would be a reasonable request.

After reviewing the Solicitation Requirements Review, RPOSD has decided to modify the form in Appendix D (Required Forms) Exhibit 3 – Prospective Contractor List of Contractors to minimize the burden that may be experienced by Proposers.

Please use the revised form when submitting your proposals.

**REQUIRED FORMS - EXHIBIT 3**  
**PROSPECTIVE CONTRACTOR LIST OF CONTRACTS**

**Contractor's Name:** \_\_\_\_\_

List of public entities for which the Contractor has provided service within the last three (3) years. Identify at a minimum 3 and do not exceed more than 7 references. Use additional sheets if necessary.

<b>1. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b>	<b>Email:</b>
_____	_____	_____	_____	_____
Name or Contract No.	Start/End Date of Contract		Type of Service	Dollar Amt.
_____	_____	_____	_____	_____
<b>2. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b>	<b>Email:</b>
_____	_____	_____	_____	_____
Name or Contract No.	Start/End Date of Contract		Type of Service	Dollar Amt.
_____	_____	_____	_____	_____
<b>3. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b>	<b>Email:</b>
_____	_____	_____	_____	_____
Name or Contract No.	Start/End Date of Contract		Type of Service	Dollar Amt.
_____	_____	_____	_____	_____
<b>4. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b>	<b>Email:</b>
_____	_____	_____	_____	_____
Name or Contract No.	Start/End Date of Contract		Type of Service	Dollar Amt.
_____	_____	_____	_____	_____
<b>5. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b>	<b>Email:</b>
_____	_____	_____	_____	_____
Name or Contract No.	Start/End Date of Contract		Type of Service	Dollar Amt.
_____	_____	_____	_____	_____