

Request for Statement of Qualifications

For As-Needed Consultant Services

RFSQ#: RPOSD-CONSULTANTS-2025



Los Angeles County
Regional Park and Open Space District

June 26, 2025

rposd.lacounty.gov/doing-business-with-rposd





Mark Glassock
Assistant District Administrator



Emily Wu
Management Analyst



Keep your microphone muted.



Hold your questions
until the “Questions and Answer”
portion of the conference.

Brief RPOSD and Measure A Overview

- RPOSD is a California Special District responsible for administering Measure A, LA County's first equity-based park funding source
- Measure A generates approximately \$117 million annually through parcel tax
- Funds are allocated and awarded as grants to eligible recipients to:
 - Enhance and repair parks,
 - Create new park land,
 - Protect open spaces and beaches, and
 - Support recreational programs.

Purpose of RFSQ

- Establish a pool of qualified consultants to provide as-needed services

Service Categories

- Vendors may apply for one or more service categories
- Submit only 1 Statement of Qualifications (SOQ)



Communication
and Event Support



Geographic Information
System and Mapping



Program Evaluation
and Compliance



Community Outreach



Grant Writing and Program
Materials Development



Project Technical
Assistance



Document Digitization
and Management



Management Consulting



Website Development
and Design



Financial and
Assessment Support



Park Planning and Policy

Minimum Mandatory Requirements for Each Service Category

01.

Experience

At least 3 years of paid experience within the last 5 years

02.

Project Descriptions

2 completed projects from the past 5 years

03.

References

Provide the lead reference for each of the completed projects

04.

License/Certification

Include if applicable; not needed if no license applies

05.

Lead Consultant and Key Personnel

Identify a lead and key personnel, include their qualifications

Required SOQ Sections

Table of Contents

- Clear table of contents with section titles and page numbers

Executive Summary (Section A)

- 1-page summary
- Firm's background, relevant experience, and staffing
- Contact information for:
 - Main point of contact
 - Person authorized to sign a contract

Vendor's Qualifications (Section B)

For each service category:

- List the service category
- Provide 2 completed project examples (each project description 1 page max)
- Identify a lead consultant and key personnel, and provide their qualifications

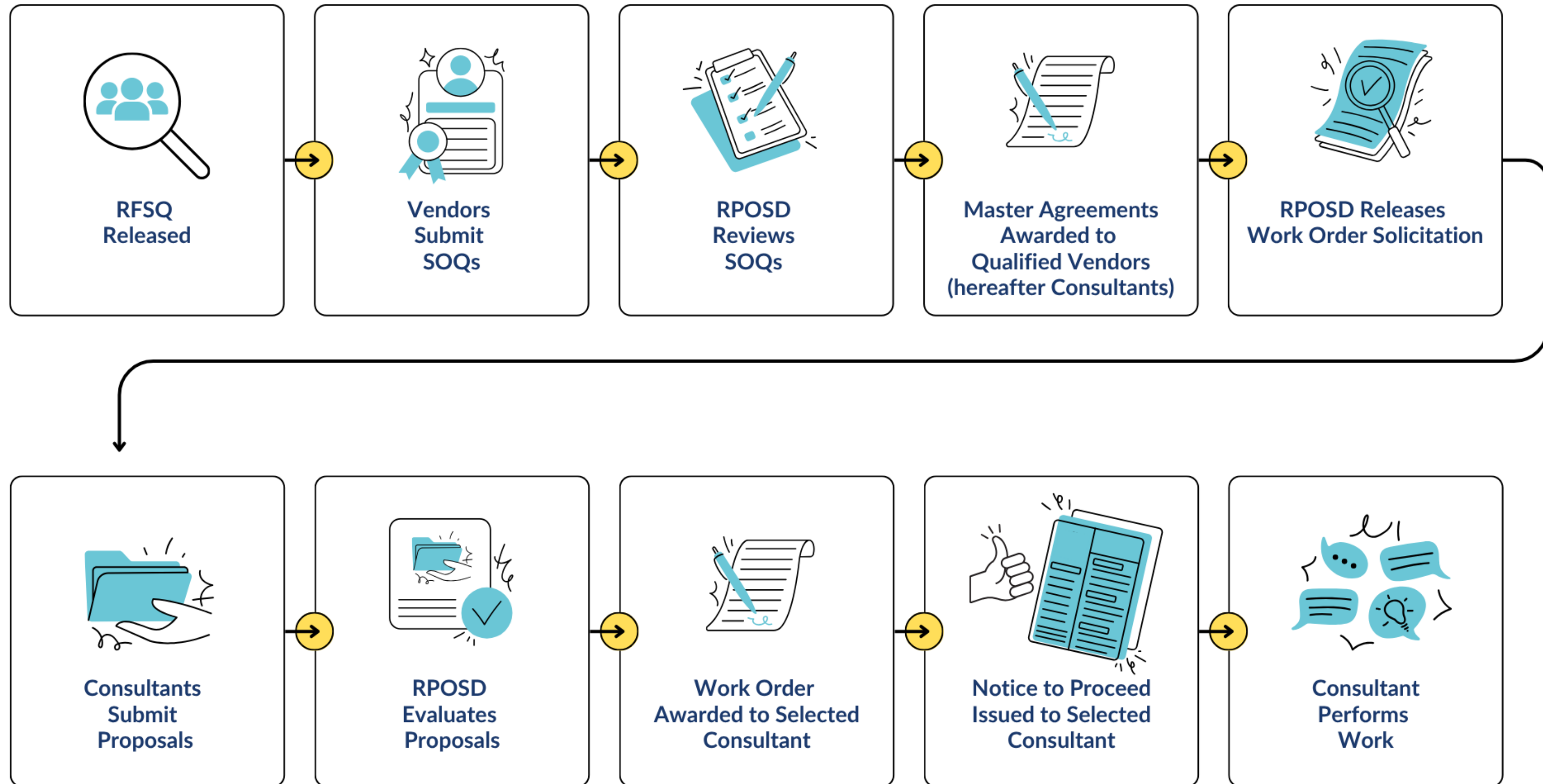
Required Forms (Section C)

- Exhibit 1 – Organization Questionnaire/Affidavit
- Exhibit 2 – List of Terminated Contracts for Cause
- Exhibit 3 – List of Public Entities

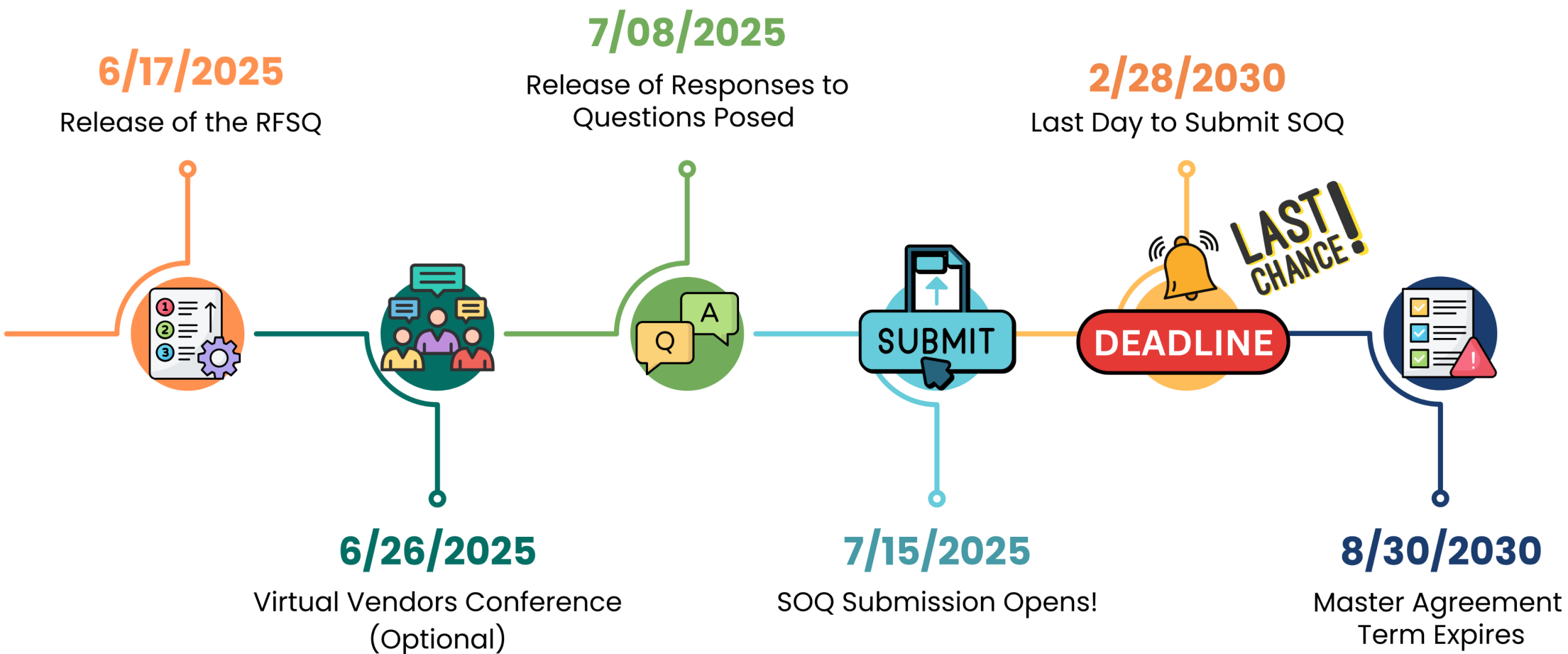
Licenses or Certifications (Section D)

- Copy of all applicable license(s) or certification(s) for the service category

Solicitation and Work Order Award Process



RFSQ Timeline



SOQs may be submitted on a rolling basis beginning **7/15/2025** through **2/28/2030** via e-mail to:

info@rposd.lacounty.gov





Kenneth Hahn State Recreation Area

Questions

1

Raise your hand and wait to be called on to ask your question verbally

or

2

Type your question into the chat and a RPOSD staff member will read it aloud