



# LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

1000 S. Fremont Avenue, Unit #40  
Building A-9 East, Ground Floor  
Alhambra, CA 91803  
(626) 588-5060

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

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## **RFSQ#: RPOSD-CONSULTANTS-2025 Addendum 2: Responses to Questions Posed**

**July 10, 2025**

The Los Angeles County Regional Park and Open Space District (RPOSD) has issued this Addendum to provide responses to questions received to date.

Please note that RPOSD has consolidated similar questions and omitted those deemed immaterial, nonsensical, or irrelevant to the Request for Statement of Qualifications (RFSQ).

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## Budget and Compensation

**1. Is there a standard budget range or anticipated not-to-exceed contract amount for Work Orders across the various service categories?**

No. Budgets for each service will be set later through individual Work Order Solicitations (WOS), which will include a Statement of Work detailing the budget, scope, tasks, timeline, and other requirements. RPOSD will set a maximum budget based on the Consultant's cost proposal and RPOSD's approval, as outlined in Paragraph 5.1 of the Sample Master Agreement (Appendix C of the RFSQ).

**2. We provide services in areas such as catering, kitchen design, and event space. Typically, we request a deposit. How is this handled if we are awarded a Work Order?**

While the current RFSQ and Master Agreement do not include an allowance for advance or mobilization payments, individual WOS may include additional terms not covered in the Master Agreement.

**3. How will payment be handled if a valid Work Order is issued shortly before the termination or expiration of the Master Agreement? Would RPOSD consider language to permit payment for services under active Work Orders that are initiated before the termination date but completed shortly thereafter?**

Work Orders are generally issued for periods that do not extend beyond the term of the Master Agreement. However, RPOSD may reissue the tasks, deliverables, or services, or extend a Work Order beyond the Master Agreement's term if justified by technical or cost-related circumstances. In such cases, the terms of the Master Agreement will remain in effect until the Work Order is completed or terminated early (see Paragraph 3.7 of the Sample Master Agreement, Appendix C of the RFSQ).

## Business License

**4. Exhibit 1 – Organization Questionnaire/Affidavit asks for the State Business License Number. Is this the State Entity Number, or does it refer to a specific type of license? My initial filing paper from the State of California does not have a specific State Business License Number.**

A State Business License Number is issued when a business obtains a license to legally operate within a state. A State Entity Number (or registration number) is assigned when a business registers with the state, such as with the California Secretary of State. If your business does not have a separate State Business License Number, you may use your California State Entity Number instead.



- 5. Are Vendors required to hold a California State Business License or registration with the California Secretary of State at the time of Statement of Qualifications (SOQ) submission, or is such registration only required prior to the execution of a Master Agreement or Work Order? Is it acceptable to submit our SOQ with a written commitment to obtain all necessary California business registrations if selected for contract award?**

Vendors are not required to have a California State Business License or be registered with the California Secretary of State. A business license from your home state may be submitted with your SOQ.

## Commodity Code/LA County Solicitations Website

- 6. Are all the separate listings on the LA County Solicitations website the same solicitation, with each one referencing a different service category?**

RPOSD utilizes LA County's contracting policies and posts solicitations on LA County's website to reach a wider pool of Vendors. Each service category is listed separately using commodity codes, which is why multiple entries appear. Vendors only need to submit one SOQ to [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov), regardless of the number of service categories they are applying for.

- 7. The commodity descriptions on the LA County Solicitations website do not match the titles of RPOSD's RFSQ service categories.**

RPOSD used LA County's predefined commodity codes to post the RFSQ. These may not exactly match our service category titles but were chosen based on similar or overlapping elements.

To ensure fairness, RPOSD cannot advise Vendors on which categories to apply for. Vendors should review the service category descriptions in Appendix A of the RFSQ to determine which category has a nexus to the services they provide.

## County WebVen

- 8. Do Vendors need to create a County WebVen account prior to the time of SOQ submittal, or is this step done after Vendors are selected?**

Vendors are encouraged to register in the County's WebVen system before submitting their SOQ, as this information is requested in Exhibit 1 – Organization Questionnaire/Affidavit. Registration is not required to submit an SOQ but is required before a Master Agreement can be executed, if selected.



## Insurance

**9. Will specific insurance coverages be outlined per Work Order, and are Vendors expected to provide insurance only when requested?**

Required insurance coverage and proof of insurance will be specified in each WOS. There is no need to include it with the SOQ at this time. However, prospective consultants are advised that RPOSD will require insurance coverage.

## Master Agreement

**10. If we already have existing Master Agreements and contracts with LA County Internal Services Department, will we need to have a separate Master Agreement with RPOSD?**

Yes. To be considered for future services, Vendors must be prequalified through this RFSQ and have an executed Master Agreement with RPOSD.

**11. May Vendors propose additional or revised terms and conditions that are not addressed in the Sample Master Agreement (Appendix C)?**

Modifications to the terms and conditions of the Master Agreement are not accepted. To ensure fairness, the Master Agreement is a standard contract for all Vendors. However, individual Work Orders may include additional terms not covered in the Master Agreement.

**12. Does the Master Agreement address ownership of materials used in the delivery of work? For example, we have proprietary materials, and we sometimes need agreement boilerplates amended to specify that we will continue to retain ownership of all materials, except for those created specifically for the client.**

As the Master Agreement is a standard contract for all Vendors, it does not address material ownership due to the variety of service categories. However, individual Work Orders may include ownership terms. Specific details will be provided in future WOS.

**13. In reference to Paragraph 8.2.2 of the Sample Master Agreement (Appendix C), would RPOSD be open to permitting assignments, subject to prior written consent, particularly in the case of corporate restructuring or sale of the business?**

Under the terms of the Master Agreement, the Consultant may not assign its rights or duties. This includes assignments related to corporate restructuring or the sale of the business. RPOSD does not permit assignments, with or without prior written consent.



- 14. At least a portion of the required tasks to be performed under the Project Technical Assistance service category must be completed or overseen by an architect or engineer. Is RPOSD willing to amend or include language in the Master Agreement's indemnification terms to comply with any applicable requirements of the California Civil Code?**

The specific tasks to be performed will be detailed in each WOS. However, individual Work Orders may include additional terms not covered in the Master Agreement, as needed.

## Preference Programs

- 15. Will RPOSD apply any preferences for businesses that are certified by LA County's Department of Consumer and Business Affairs in future WOS, such as the Local Small Business Enterprise, Social Enterprise, and Disabled Veteran Business Enterprise?**

RPOSD welcomes all qualified businesses, including those certified as LA County's Community Business Enterprise and Women Business Enterprise. However, certification status is not considered in the evaluation or selection for this RFSQ. This solicitation is for qualification only and does not include preference scoring or set asides. Please note, RPOSD is a Special District with delegated contracting authority as opposed to a Los Angeles County department.

## Questions

- 16. How will RPOSD release responses to questions posed? Will they be emailed to the Vendors who attended the conference, or posted on the LA County Solicitations website?**

RPOSD will publish the responses as an addendum on both the RPOSD and LA County Solicitations websites. RPOSD will also attempt to email the addendum to conference registrants, however, it is the responsibility of Vendors to secure and review the responses.

- 17. May Vendors continue to submit written questions after the Q&A addendum is released?**

Vendors may continue submitting questions anytime during the open SOQ period by emailing [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov).



## Service Categories

**18. Are you looking for Vendors that can provide all the services under a service category?**

No. Vendors do not need experience in every service listed within a category. To qualify, they must demonstrate expertise in at least one or more of the services described.

**19. Is RPOSD looking for consultants to provide advice and guidance, or is RPOSD also interested in those that can actually perform the services? For example, are you seeking a consultant to guide you on digitization best practices, or do you want a consultant that can both consult and perform digitization services?**

RPOSD may seek a consultant to help either develop the process or carry out the work itself. This RFSQ is simply a qualification review to determine eligibility for placement on a prequalified list. Specific needs and details will be determined and communicated through future WOS.

**20. Is there a limit of how many Vendors will be selected per service category? How will RPOSD select/evaluate the top bidders?**

No, there is no limit to the number of Vendors that can qualify for a service category. This RFSQ is not a competitive bidding process but a qualification review to determine eligibility for placement on a prequalified list. RPOSD will use this list to solicit proposals as service needs arise.

**21. Are there any further documentation or instructions available regarding the service categories?**

No. The service descriptions provided in Appendix A of the RFSQ are not exhaustive. If your qualifications match a category, we encourage you to submit an SOQ for consideration.

**22. Does RPOSD anticipate a need for consultants in areas such as marketing, advertising, signage, wayfinding, branding, construction management, architectural design/services, strategic planning, or public health under the Project Technical Assistance service category, or any other category?**

RPOSD's specific service needs will be communicated through future WOS. Submitting an SOQ now is for qualification only and does not guarantee work. If the services you provide have a nexus with a service category, we encourage you to submit an SOQ for consideration.



**23. Are fee studies anticipated as part of the Financial and Assessment Support service category?**

RPOSD cannot comment on specific needs for future work other than what has been articulated in the RFSQ. Given that, the service category does provide the possibility that fee studies could be needed. The specific scope of work will be determined and communicated through future WOS.

**24. Under the Project Technical Assistance service category, what fiscal impact or financing strategies might be included in this?**

Under the Project Technical Assistance service category, RPOSD may seek services to identify funding sources or assess the financial viability of grant projects. The specific scope will be defined in future WOS.

**25. Does the Project Technical Assistance service category expect engineering or architectural licensing, or will program management and planning experience suffice?**

If the Vendor provides services in areas such as engineering or architecture that require professional licenses, the Vendor must include copies of the relevant licenses with their SOQ.

## **SOQ Submission**

**26. When does the submission window open?**

The SOQ submission window opens on July 15, 2025. RPOSD will continuously accept and review SOQs on an ongoing basis to qualify Vendors until February 28, 2030.

**27. What are the recommended next steps to register our interest and formally submit our SOQ?**

We recommend reviewing the RFSQ, which details information regarding the format and submission of the SOQ, particularly Section 4.0.

**28. Would RPOSD allow a cover page for the SOQ? And would it count towards the overall page limit?**

The page limit only applies to the Executive Summary and completed project descriptions. Vendors may include a cover page before the table of contents.



**29. Can we submit a single SOQ to qualify for multiple service categories? Is there a preferred format for indicating which categories we are applying for within the document? Should a separate Section B (Vendor's Qualifications) be created for each service category?**

Yes, Vendors may apply for multiple service categories but only need to submit one SOQ. Follow the structure outlined on page 8 of the RFSQ, which also serves as a helpful checklist for preparing and submitting your SOQ.

If a Vendor is applying for multiple service categories, they will need to meet the minimum requirements (two completed projects, identified lead consultant and key personnel, etc.) for each service category. This section of the SOQ must be repeated for each service category the Vendor is applying to qualify for.

**30. If we're submitting for multiple service categories and some key personnel overlap (e.g., one staff member is qualified for both Grant Writing and Program Materials Development and Park Planning and Policy), do we need to repeat their qualifications in each relevant section, or is it sufficient to list them once under the most relevant service category, and then reference their qualifications in the other applicable sections?**

If the same key personnel are being designated for multiple service categories, their qualifications must be provided in each applicable section.

**31. We will be applying for multiple service categories and the staffing for each category will vary. How detailed should the staffing information be within our Executive Summary?**

The level of detail in the Executive Summary is at the Vendor's discretion, provided it does not exceed the one-page limit. More detailed staffing information should be included in Section B (Vendor's Qualifications) of the SOQ, where the Vendor must identify a lead consultant and any key personnel, and include their qualifications, for each service category.



## SOQ Qualification

**32. What is the timeframe for when Vendors will be notified if they have been selected or not after SOQ submission? Also, if the Vendor is not selected, is there an opportunity to resubmit in the future?**

RPOSD aims to complete the qualification process within 30 days of receiving an SOQ (see Section 5.1 of the RFSQ), though this may vary based on the volume of submissions RPOSD receives.

If an SOQ does not meet the minimum requirements, Vendors may submit a revised SOQ addressing the deficiencies, as long as the RFSQ submission period is still open (see Section 5.2 of the RFSQ).

## Subcontracting

**33. Can our firm serve as the prime consultant and subcontract subject matter experts to perform the work in a given service category? If so, can we use the subcontractors' experience and references to meet the qualification requirements?**

Vendors should qualify based on their own capabilities (not ones that they need to subcontract to offer). Subcontractors may support specific work at the Work Order stage but should not be used to meet the RFSQ's minimum requirements. The SOQ must reflect the qualifications of the Vendor seeking approval.

**34. Our core team is composed of long-term independent contractors. As the contracting entity and managing agency, does this team structure meet RPOSD's expectations for lead consultants and key personnel?**

This structure may meet RPOSD's expectations, provided that the independent contractors are part of your firm's core team, and their qualifications are being presented as part of the Vendor's own capabilities. The key consideration is that the SOQ must reflect the qualifications of the Vendor entity itself, not individuals who would only be available through a subcontract. If your firm manages and directs the work of these independent contractors as part of its regular operations—and they are available to support RPOSD work as key personnel—then they may be presented in your SOQ for RPOSD's consideration. Vendors may not use subcontractors' qualifications solely to meet the RFSQ's minimum requirements unless those individuals are clearly part of the proposing entity's team.



**35. For the Website Design and Development service category, we would manage the design and user interface internally but subcontract technical back-end implementation. Should this be disclosed in our SOQ or only addressed at the Work Order stage? Are we able to use subcontractors for the Work Order?**

As this is only the qualification stage, Vendors should only detail the services they are able to provide. For the SOQ, Vendors should qualify based on their own capabilities (not ones that they need to subcontract to offer). If a future WOS allows subcontracting, the inclusion of subcontractors may be considered at that time.

## Vendor Location

**36. Would you accept Vendors outside of the State of California?**

Yes. Please note Section 3.4 Compensation in the RFSQ: "...Travel costs are not reimbursable."

**37. Would you expect this work to be performed virtually or on-site? If on-site, what percentage of the time would you expect?**

This is subject to the needs of each WOS.

## Vendors Conference

**38. Will the recording of the Virtual Vendors Conference be shared?**

Yes, the recording and slides are available on RPOSD's [Vendors Opportunities webpage](#).

**39. Is there a list of attendees who were at the information session?**

The session was open and optional, intended to give a general overview of the RFSQ. To ensure a fair and open process, registration and attendance lists will not be shared.

## Vendor's Qualifications

**40. Are we permitted to include a brief visual addendum or portfolio of past work to support our qualifications? If so, where in the SOQ should this be placed?**

Vendors may include a brief visual in their completed project descriptions, but it will count towards the page limit.



**41. If a completed project is relevant across more than one service category, are we allowed to include it in multiple sections of our SOQ with tailored framing?**

Yes, Vendors may use the same completed project example for multiple service categories. However, descriptions should be tailored to highlight the aspects most relevant to each category to clearly demonstrate experience and qualifications.

**42. How does RPOSD assess equity-centered approaches and cultural relevance in Consultants' proposals? Are there specific frameworks or indicators preferred?**

Any such framework or indicators will be specified in WOS.

**43. For #6 under Section 2.1, does the "lead contact" mean the firm/organization? Or the lead staff member?**

For the completed project descriptions, this would be your client's lead staff member for that project.

**44. Our firm is just under three years old, but our officers have over 15 years of relevant paid experience individually. Given the requirement, could our firm qualify based on the officers' experience?**

The RFSQ is based on the firm, not individual officers. To be eligible, the firm must have at least three years of paid professional experience within the last five years. Since the RFSQ remains open through February 28, 2030, you may submit an SOQ once your firm meets this requirement. RPOSD will qualify Vendors on a rolling basis during the submission period.

**45. Does the experience need to be specific to parks and recreation, or can it include work done for counties or cities in general?**

Experience does not need to be specific to parks and recreation. Relevant work performed for counties, cities, or other public agencies may be considered, as long as it aligns with the service category the Vendor is applying for.

**46. Will private-sector experience be considered acceptable for meeting the qualification requirement, or is public-sector experience preferred?**

Vendors may demonstrate experience with either public or private sector entities.

**47. For one particular service category, our clients have confidentiality agreements. Is there a way to discuss our project experience without mentioning the client by name?**

The information is required as RPOSD may conduct reference checks. If you are legally restricted from sharing details on certain projects, please choose examples where full disclosure is permitted.



**48. Can the same lead consultant be proposed for multiple categories, or should it be a unique lead per category?**

Vendors may propose the same lead consultant for multiple service categories, provided their experience is relevant to each category.

**49. Can the same project reference be used for more than one project or category if relevant?**

Yes, if relevant.

**50. Following the submission of our initial SOQ, would we be permitted to submit SOQs for additional service categories in the future, should we determine that we meet the qualifications at that time?**

Yes, if the RFSQ submission period remains open.

**51. Are prior consultants eligible to renew or rebid on their project agreements that are soon expiring?**

Prior consultants may reapply to qualify for this RFSQ.

**52. Do we include the actual work sample as part of the SOQ in addition to the one-page description? For example, a 30-page strategic plan?**

No, RPOSD requires Vendors to demonstrate their experience through written descriptions of two completed projects from the past five years. RPOSD will not review additional pages or access external content via hyperlinks.

**53. For Exhibit 3 – List of Public Entities, we have completed a few thousand similar projects for public entities in the past five years. Should we include them all? Also, can we cite experience with a public entity beyond the past five-year period?**

RPOSD requests only relevant experience from the past five years. As this Exhibit is to simply help RPOSD understand whether your firm has experience working with public agencies, this is not a requirement and will not give your submittal an advantage. You may include as many as you see as relevant and appropriate.

**54. With reference to Section 2.1 Skills and Experience, is it acceptable to include more than two representative projects per category in our submittal, or is there a strict limit?**

Vendors should submit no more than two completed projects per service category. Choose the two projects that best demonstrate your qualifications for that category.



**55. Define "completed" projects. For example, in communications, some campaigns or components may be finished, but the overall work with the client is still ongoing.**

Vendors may include projects where the overall engagement with the client is still ongoing, as long as the work completed to date clearly demonstrates the quality of the Vendor's work and reflect their qualifications.

## Work Order Solicitations

**56. Does RPOSD have an anticipated quantity of/level of support for grant applications submitted or grant dollars generated on an annual basis?**

No. RPOSD's need for specific services will be determined and communicated through future WOS.

**57. Can you provide any estimates on the expected number or frequency of Work Orders you expect to issue annually per service category?**

RPOSD cannot commit to any future assignments.

**58. How are Consultants selected to perform work once qualified? Will there be additional Request For Proposals? And how are proposals typically evaluated (e.g., based on cost vs. qualifications vs. technical approach)?**

Once a Vendor meets the minimum requirements, RPOSD will execute a Master Agreement, making the Vendor a qualified Consultant eligible to receive WOS.

When services are needed, RPOSD will issue a WOS to all Consultants qualified in the relevant service category.

Consultants who submit a proposal will be evaluated based on criteria outlined in the WOS, which may include cost, qualifications, experience, technical approach, and availability.

RPOSD reserves the right to award a Work Order to a proposal that is not the lowest cost or highest scoring if it is determined—at RPOSD's sole discretion—to be the most qualified, cost-effective, responsive, responsible, and in RPOSD's best interest (see Paragraph 3.3 of the Sample Master Agreement).

**59. What is the timeframe for the solicitation and Work Order award process? When would Consultants expect to begin work?**

The timing of individual WOS and Work Order awards varies based on RPOSD's needs. Each WOS will include a timeline for proposal submission, evaluation, and anticipated project start.



**60. Will the Consultants be providing services solely to RPOSD or is the intent to provide services to the municipalities and grantees that receive Measure A funding?**

Services will be provided at the direction of RPOSD and for RPOSD. However, these services may benefit RPOSD's partners and grantees.

**61. Will future WOS be limited to the prequalified pool, or will Vendors outside of it also be considered?**

Only Vendors prequalified through this RFSQ are eligible to receive and respond to future WOS. This RFSQ establishes a pool of qualified consultants; Vendors not prequalified will not be considered.

**62. What is your target number for awards per category?**

RPOSD does not have a target number of Work Order awards per service category. The goal is to qualify all Vendors who meet the RFSQ's minimum requirements, ensuring a strong pool of consultants to meet evolving project needs over time.

**63. Do you have a list or projection of upcoming projects or anticipated work that may be solicited?**

RPOSD does not have a list of upcoming projects or anticipated WOS. WOS will be issued based on RPOSD's needs, and Consultants will be notified as opportunities arise.

**64. Will work be awarded solely based on the SOQ response?**

No. Being prequalified through the RFSQ is the first step. Work will be awarded through a separate WOS process among the Consultants qualified for the particular service category.

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