



RFSQ#: RPOSD-CONSULTANTS-2025
Addendum 3: Revised Request for Statement of Qualifications (RFSQ)

August 28, 2025

The Los Angeles County Regional Park and Open Space District (RPOSD) has issued this Addendum to clarify the information Vendors must provide to demonstrate that they meet the minimum months of experience and changed the deadline to submit Statements of Qualifications (SOQ) to February 27, 2026.

RPOSD has incorporated the updates into the RFSQ and posted the revised RFSQ on the [RPOSD](#) and [LA County Solicitations](#) websites. Vendors are required to consider all changes listed in the addenda as if the changes had been included in the original RFSQ.

It is strongly suggested that Vendors utilize the revised version of the RFSQ when drafting an SOQ for submission.

1. Section 1.0 – Timeline and Minimum Mandatory Requirements Summary, bullet point #2 under Minimum Mandatory Requirements is revised as follows:

Project Descriptions – **At least** two (2) **relevant** completed projects from the past five (5) years demonstrating **a minimum of thirty-six (36) months of paid** experience.

2. Subsection 2.1 – Skills and Experience has been deleted in its entirety and replaced with the following:

Experience per service category:

Minimum: Demonstrate thirty-six (36) months of paid, relevant experience within the last five (5) years.

How to show it: Submit at least two (2) completed projects whose timeframes together add up to thirty-six (36) distinct months.

For each project (max 1 page):

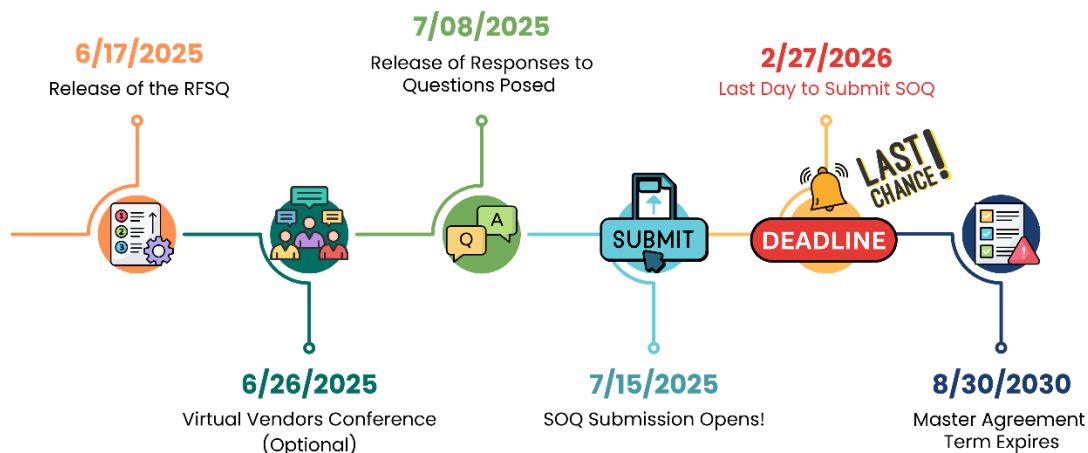
- Project overview
- Your role, scope, and deliverables
- Client name
- Contract amount
- Start and end dates (MM/YYYY – MM/YYYY)
- Client lead contact (name, title, email, phone)



How RPOSD counts months: Only distinct (non-overlapping) months count toward the 36-month total. If project periods overlap, the overlapping time is counted once.

3. **Subsection 3.1 – Master Agreement Term, fourth bullet point, is revised as follows:**
 - RPOSD will accept SOQs on a rolling basis until **February 27, 2026**.
4. **Section 4.0 – Statement of Qualifications (SOQ) Requirements, SOQ deadline on the RFSQ Timeline graphic, is revised as follows:**

RFSQ Timeline



5. **Subsection 4.1 – SOQ Submission Opens is revised as follows:**

RPOSD will begin accepting SOQs on July 15, 2025. RPOSD will continuously accept and review SOQs on an ongoing basis to qualify Vendors until **February 27, 2026**.



6. The SOQ Checklist in Subsection 4.4 – Preparation and Format of the SOQ is revised as follows:

Vendor's Qualifications (Section B)

The following sections must be included in Section B of the SOQ.

For each service category the Vendor is applying for:

- ☐ List the service category.
- ☐ Provide **at least** two (2) completed project examples that reflect Vendor's **thirty-six (36) months** of paid professional experience within the last five (5) years.
 - ☐ Each project description must include details described in Section 2.1.
 - ☐ Each project description is limited to one (1) page.
- ☐ Identify a lead consultant and any key personnel, and their qualifications.

Required Forms (Section C)

Exhibit 3

List of Public Entities

List **only relevant** public entity contracts for the last five (5) years where the same or similar scope of services were provided.

7. Subsection 4.5 – SOQ Submission is revised as follows:

The SOQ may be submitted on a rolling basis, beginning July 15, 2025, through **February 27, 2026**, via e-mail as follows:

To: Info@rposd.lacounty.gov

8. Required Forms – Exhibit 3 List of Public Entities is revised as follows:

Provide **only relevant** public entity contracts for the last five (5) years where the same or similar scope of services were provided. It is the Vendor's responsibility to ensure accuracy of the information provided below. Use additional pages if necessary.

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