



**Los Angeles County  
Department of Regional Planning**

*Planning for the Challenges Ahead*



**Richard J. Bruckner  
Director**

**STATEMENT OF QUALIFICATIONS – CONSULTANT QUESTIONNAIRE  
FOR PLACEMENT ON PREQUALIFIED ENVIRONMENTAL CONSULTANT LIST**

**GENERAL INSTRUCTIONS**

- Please carefully read the information contained in this questionnaire, complete all questions, and provide all requested supporting information and/or materials.
- All responses must be typed and may be expanded as necessary to provide required information.
- SOQ submission must not exceed 25 pages (exclusive of cover, divider sheets, organizational chart, and resumes).
- Attach an organizational chart and the names of key personnel (includes project/team/task managers, principal(s), lead technical personnel, etc.), their titles, and their duties.
- Attach resumes of key personnel highlighting specific and relevant experience preparing EIRs.

**CONSULTANT PROFILE**

Name of Consultant:		Phone:
Address:		Fax:
City/State:	Zip:	E-Mail:
Contact Person:		Phone:
Location Of Headquarters:		
Location Of Branch Offices:		
Number Of Years In Business:		Number Of Employees:

**QUALIFICATIONS, EXPERIENCE, AND TECHNICAL COMPETENCE**

1. Describe your general qualifications.

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2. Summarize your specific experience in the preparation of EIRs.

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3. List and briefly describe all EIRs (including project description and environmental issues analyzed) that you have completed, as the primary author, and were certified within the past ten years.

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4. Describe your knowledge of and experience with the County’s plans (including, but not limited to, the General Plan, specific plans, local coastal plans, area plans, and community/neighborhood plans), regulations, policies and procedures.

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5. Describe your past experience working with federal, state, regional, and local regulatory entities.
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6. Describe your familiarity with the type of issues, sensitivities, and challenges associated with development in the County.
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7. Describe any past or pending legal challenge to your environmental documents initiated within the past five years and your success in defending them.

### QUALITY ASSURANCE AND ABILITY TO COMPLETE TASKS EFFICIENTLY AND ON SCHEDULE

8. Describe your approach to assuring completion of EIRs on schedule, including methods for schedule recovery, if necessary.
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9. Describe how you will develop, maintain and update the project schedule during the environmental review process.
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10. Provide specific examples of your past scheduling challenges/requirements and actual solutions.
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11. Describe the methods used by you to ensure quality control in the preparation of EIRs.

### WORK SAMPLE

12. A compact disk containing one complete EIR document prepared by you, as the primary author, and certified within the past ten years is included with this SOQ submittal? Yes  No

### CONSULTANT CERTIFICATION

By signature below, consultant hereby understands and certifies the following:

- All statements, information and representations submitted in response to this RFSQ are current, complete, true and accurate. If accepted and placed on the County's prequalified environmental consultant list, consultant will immediately notify the County of any material change in key personnel or any matters with regard to statements or representations made by or information provided by consultant; and
- The individual signing this document and the documents made part of the SOQ is authorized to sign such documents on behalf of the consultant and to bind the consultant under any agreements or other contractual arrangements, which may result from the submission of the SOQ.

Authorized Signature:	Date:
Print Name:	Title:
Street Address:	Phone:
City/State/Zip Code:	Fax: