

**COUNTY OF LOS ANGELES  
DEPARTMENT OF REGIONAL PLANNING**

**ADDEUDUM NUMBER ONE**

**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR  
AS-NEEDED ON-CALL CONTRACT PLANNING SERVICES  
RFSQ-DRP-53826**

This Addendum Number One to the Request for Statement of Qualification (“RFSQ”) No. RFSQ-DRP-53826, issued by the Los Angeles County Department of Regional Planning on April 14, 2025, provides as follows:

**QUESTIONS AND ANSWERS**

1. **Question:** Would the County consider extending the due date for this SOQ by two weeks? Given the April 7 release date, and the fact the Easter is Sunday, April 20, the April 21 deadline is challenging.

- **Answer:** This is an open-continuous RFSQ. Statement of Qualifications (“SOQ”) received after the due date will still be accepted.

2. **Question:** In reference to the five planning services positions detailed in Attachment A, and numbered in Appendix A p. 4, 2.1.19, what is the expected level of effort per position?

**2.1.19 Contract Position:** An on-call staff position to be fulfilled by the selected Contractor to perform the services described in Section 2.1, Scope of Work, of the RFSQ. The identified on-call contract position types include: **1)** Planning Manager Position, **2)** Supervising Planner Position, **3)** Principal Planner Position, **4)** Senior Planner Position, and **5)** Planner Position

- **Answer:** Each position could work up to 40 hours each week through teleworking and/or working at physical locations, such as Disaster Recovery Centers (“DRCs”), Department’s Downtown Headquarters or any Field Office, [Locations - LA County Planning](#). Further details will be provided when Work Order Solicitations are issued.

3. **Question:** In reference to the five planning services positions detailed in Attachment A, and numbered in Appendix A p. 4, 2.1.19, what multiple positions of the same type be activated simultaneously?

**2.1.19 Contract Position:** An on-call staff position to be fulfilled by the selected Contractor to perform the services described in Section 2.1, Scope of Work, of the RFSQ. The identified on-call contract position types include: **1)** Planning Manager Position, **2)** Supervising Planner Position, **3)** Principal Planner Position, **4)** Senior Planner Position, and **5)** Planner Position

- **Answer:** Multiple Supervising Planner, Principal Planner, Senior Planner, and Planner positions could be activated simultaneously. Further details will be provided when Work Order Solicitations are issued.

4. **Question:** In reference to materials, software and tools mentioned in Appendix A and as responsibilities of the Principal Planner, Senior Planner, and Planner Positions listed in Attachment A, can the department list what computer programs, software and planning tools are being referenced?

**Appendix A, p.45. 9.2.3** Any and all materials, software and tools which are developed or were originally acquired by Contractor outside the scope of this Master Agreement, which Contractor desires to use hereunder, and which Contractor considers to be proprietary or confidential, must be specifically identified by Contractor to County's Project Manager as proprietary or confidential, and must be plainly and prominently marked by Contractor as "Propriety" or "Confidential" on each appropriate page of any document containing such material.

**Attachment A (PDF pages 31-33)** bullet points under Principal Planner, Senior Planner, and Planner Positions "Using computer programs and planning tools to accept and process temporary housing and disaster rebuild applications."

- **Answer:** The computer programs, software, and planning tools include the Microsoft Office Suite (e.g., Excel, PowerPoint, Teams, Word, etc.), Adobe Acrobat, Tyler Technologies' EnerGov case processing and tracking software, the Department's GIS-NET mapping application, the digital versions of the General Plan and various Area, Community, and Specific Plans, and the digital versions of Title 21 and Title 22 of the County Code (Municode).

5. **Question:** There are liquidated damages on page 68 of the PSA – will they be applicable to this contract?

- **Answer:** Yes, liquidated damages will be applicable to this Master Agreement.

6. **Question:** Will assignment be limited to Altadena and Palisades, or extend to other unincorporated areas?

- **Answer:** Eash position could work up to 40 hours each week through teleworking and/or working at physical locations, such as the DRCs, Department's Downtown Headquarters or any Field Office, [Locations - LA County Planning](#). Further details will be provided when Work Order Solicitations are issued.

7. **Question:** Are consultants expected to prepare CEQA documents in-house or oversee subconsultants for technical studies?

- **Answer:** Both. Specific assignments, including whether those assignments include preparing CEQA documents in-house or overseeing subconsultants for technical studies, will be identified when Work Order Solicitations are issued.

**8. Question:** Our team has experience working with a variety of permitting systems, GIS platforms, and planning databases. County the County clarify which systems are currently in use?

- **Answer:** The systems currently in use include the Microsoft Office Suite (e.g., Excel, PowerPoint, Teams, Word, etc.), Adobe Acrobat, Tyler Technologies' EnerGov case processing and tracking software, the Department's GIS-NET mapping application, the digital versions of the General Plan and various Area, Community, and Specific Plans, and the digital versions of Title 21 and Title 22 of the County Code (Municode).

**9. Question:** If remote or hybrid staffing is permitted, could the County clarify expectations for consultant presence at DRCs including anticipated duration, frequency, and required staffing levels?

- **Answer:** Eash position could work up to 40 hours each week through teleworking and/or working at physical locations, such as the DRCs, Department's Downtown Headquarters or any Field Office, [Locations - LA County Planning](#). Further details will provided when Work Order Solicitations are issued.

○

**10. Question:** Could you please clarify whether on-call planning assignments are expected to follow standard business hours, or if evening and weekend availability may also be required?

- **Answer:** Eash position could work up to 40 hours each week through teleworking and/or working at physical locations, such as the DRCs, Department's Downtown Headquarters or any Field Office, [Locations - LA County Planning](#). Further details will provided when Work Order Solicitations are issued.

**11. Question:** Does the County require or encourage consulting firms to include businesses that are certified as Community Business Enterprises (CBEs) such as minority-owned, women-owned, disable veteran-owned, or small business as part of their project team?

- **Answer:** The Community Business Enterprises Participation is not a requirement for this RFSQ. This information is collected for reporting purposes only.

**12. Question:** Page 1, Written Questions Due, Questions are due April 10, but also "Thereafter, during the term of RFSQ is open" – Please clarify the meaning of this statement.

- **Answer:** This is an open-continuous RFSQ. Proposers can still submit questions after April 10.
13. **Question:** Page 1, Written SOQ's Due, SOQs are due April 21, but also "Thereafter, during the term the RFSQ is open" – Please clarify the meaning of this statement.
- **Answer:** This is an open-continuous RFSQ. Proposers can still submit SOQ after April 21.
14. **Question:** Page 1, "SOQs received after the due date will be accepted and as they are received" – Please clarify the meaning of this statement; what is the actual due date?
- **Answer:** This is an open-continuous RFSQ. SOQs received after April 21 will still be accepted.
15. **Question:** In reference to 7.4.4.1 vendor's Background and Experience, are you looking for primarily current planning experience, or disaster recovery experience as well?
- Pages 18-19:** Ability and experience in the State of California related to providing professional planning services, such as providing public counseling, and case processing services for development or rebuild applications, including but not limited to processing applications for ministerial site plan reviews, zoning clearances, zoning conformance reviews, coastal development permits, conditional use permits and other discretionary permits, and subdivisions, preparing and reviewing staff reports, CEQA compliance documents, and conditions of approval, and overall project management.
- **Answer:** The Department is looking for primarily current planning experience. Disaster recovery experience is relevant and helpful but not required. Vendors are encouraged to submit the SOQ if they meet the Minimum Requirements stated in the RFSQ 3.0 Minimum Mandatory Requirements..
16. **Question:** Our planning team is skilled and experienced in supporting municipalities and public agencies virtually. While we assume there will be on-site work required, will the County accept virtual planning services in support of those working onsite?
- **Answer:** Each position could work through teleworking and/or working at physical locations, such as the DRCs, Department's Downtown Headquarters or any Field Office, [Locations - LA County Planning](#). Further details will be provided when Work Order Solicitations are issued. Vendors are encouraged to submit the SOQ if they meet the Minimum Requirements stated in the RFSQ 3.0 Minimum Mandatory Requirements.

\*\*\* End \*\*\*