

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

ADDENDUM NUMBER ONE

**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR
AS-NEEDED PLANNING CONSULTANT SERVICES
RFSQ-DRP-53830**

This Addendum Number One to the Request for Statement of Qualification (“RFSQ”) No. RFSQ-DRP-53830, issued by the Los Angeles County Department of Regional Planning on July 29, 2026, provides as follows:

QUESTIONS AND ANSWERS

1. **Question:** *For consultants who are interested in submitting qualifications for more than one category, are we required to submit separate Statement of Qualification (SOQ) with all content in Section 7.4 Preparation and Format of the SOQ (RFSQ page 21), or can consultants submit one single SOQ if we clearly identify category qualifications/responses?*

- **Answer:** Consultants are strongly encouraged to submit separate SOQs for each service category. For example, exhibits 6, 8, and 9 may require different information for each category, therefore, submitting separate SOQs will minimize confusion and potential time delay. Each SOQ must include all documents and forms required under Section 7.4.

Although certain required information may be universal in nature and thus could be utilized in SOQs for different categories, it is unlikely that a single, generic SOQ would be appropriate since the nine (9) categories are unique in nature. Each SOQ should contain relevant experience and information specifically for the intended category. The County will also use Appendix B, Required Forms, references provided under Exhibit 9 to validate the vendor’s qualifications.

2. **Question:** *Per Section 2.4 Master Agreement Process (page 6-7 of the RFSQ), if a consultant is qualified for more than one category, and master agreement is executed, can you clarify whether there will be one master agreement for each firm that covers all qualified categories, or will a separate master agreement be executed per category?*

- **Answer:** One Master Agreement may be issued to each qualified consultant and may include all approved service categories. The consultant will only receive Work Order Solicitations (WOS) for the categories in which they are qualified.

3. **Question:** *Can a firm submit as a prime consultant and serve as a subconsultant on another team?*

- **Answer:** Yes. A firm may submit as a prime consultant and also serve as a subconsultant on another team, provided the roles are in different service categories. A firm cannot participate as both a prime and a subconsultant within the same service category. The prime consultant must independently meet the minimum requirements and cannot rely on the subconsultant's experience to qualify.

Additionally, down the line, when a WOS issued to multiple service categories, a firm that submits a proposal as a prime consultant may not participate as a subconsultant on another team for that same WOS. However, a firm that serves solely as a subconsultant may participate in multiple proposals submitted in response to the same WOS.

4. **Question:** *On Page 4 under Biological Studies, the RFSQ lists "Prepare policies on resource protections" as a scope of service. Does this refer to developing avoidance, minimization, and mitigation measures for biological resources or something else?*

- **Answer:** Yes. This includes developing or recommending policies and measures to avoid, minimize, or mitigate impacts on biological resources. Depending on the project, it may also include protections for sensitive species, habitats, wetlands, and wildlife movement.

5. **Question:** *Do you accept sole proprietor LLC consultants with lived experience vs degrees?*

- **Answer:** Yes. Sole proprietors, LLCs, and other legally established businesses may submit an SOQ. A degree is not required, but the vendor must meet the experience and qualification requirements for the selected service category. The County will use the references provided in Appendix B, Exhibit 9, List of References to validate the vendor's qualifications.

New firms may qualify based on the previous experience of their principals, partners, or officers, as long as this is clearly stated in the SOQ.

6. **Question:** *What is the minimum insurance required for Master Agreement?*

- **Answer:** The minimum insurance requirements are listed in RFSQ Appendix A, Master Agreement, Sections 8.23 and 8.24. Vendors should also refer to Section 7.4.5 for the proof of insurability required with the SOQ and RFSQ Appendix B, Required Forms Exhibit 7 SOQs Submittal Form.

7. **Question:** *Based on the requirements listed in section 7.4.3 Vendor's Qualifications (Section A), can the County please clarify whether the following items are required, optional, or not expected as part of the SOQ submission? If these items are required, please indicate where they should be included within the SOQ structure and whether they should be provided for all proposed personnel or only key staff associated with the service category being pursued.*

- *Organization chart/team structure*
- *Key personnel listings*
- *Key personnel qualifications and experience summaries*
- *Resumes*
- *Subconsultant's qualifications and/or resumes*

- **Answer:** Section 7.4.3 (Vendor's Qualifications – Section A) requires firms to demonstrate their ability to provide the requested services. The following items are not individually required unless they are needed to clearly establish the firm's qualifications. Firms may include these items at their discretion, if they strengthen their SOQ. Please note that all firms must demonstrate that they meet the minimum qualifications stated in Section 3.0 Minimum Mandatory Requirements.

- **Organization chart/team structure:** Optional. An organization chart or team structure may be included in Section A if it helps illustrate how the proposed team will support the requested services.
- **Key personnel listings:** Optional but recommended. Maybe included in Section A to identify the individuals who will perform or oversee the services.
- **Key personnel qualifications and experience summaries:** Optional but recommended. Information may be included in Section A to demonstrate relevant experience.
- **Resumes:** Optional. Firms may include resumes for key staff only, if they choose to provide them.
- **Subconsultant's qualifications and/or resumes:** Optional. May be included if a subconsultant is proposed and their experience is relevant to the service category.

8. **Question:** *Do SOQs need to address all nine (9) of the identified categories or are proposers able to select the categories we would like to be considered for? (Page 2, Section 2.1-Scope of Work)*

- **Answer:** Vendors are not required to address all nine service categories. They may submit qualifications for one or more categories in which they meet the applicable requirements. Please also refer to the response to **Question #1** for guidance on submitting SOQs for multiple categories.

9. **Question:** *On Appendix B. Required Forms page 13, Exhibit 8 – List of Public Entities it states: "Provide all public contracts for the last three (3) years where the same or similar*

scope of services was provided. It is the Proposer's responsibility to ensure accuracy of the information provided below. Use additional pages if required."

The number of public entity contracts that our firm has completed in the past three years numbers are in hundreds. Can we limit this list to a couple of pages per category of the most relevant? Should the list focus on public entities that are geographically relevant to the County of Los Angeles?

- **Answer:** Exhibit 8 should list public entity contracts that are most relevant to the service category or categories for which the Vendor is seeking qualification. Vendors with a large number of contracts may submit a representative list of the most relevant projects.

The projects do not need to be limited to public entities located near Los Angeles County. Vendors may submit the information in an Excel spreadsheet, provided all information requested in Exhibit 8 is included and the document is clearly labeled.

10. Question: *About the referenced solicitation, can you please clarify whether the Close Date is "Continuous" as indicated in the ISD portal, or Aug 12, 2026, as indicated in the RFSQ?*

- **Answer:** This RFSQ is an open, continuous solicitation. August 12, 2026, is the initial SOQ submission deadline for consideration in the first review cycle. The County will continue to accept SOQs after August 12, 2026, unless it issues a notice suspending or closing the solicitation.

11. Question: *The RFSQ identified separate service categories for Climate and Sustainability, Transportation/Parking Analysis, and Plans and Ordinances. Could the County clarify which service category, or categories would be used for future Work Order Solicitations involving electric vehicle planning and implementation, including EV charging infrastructure planning, transportation electrification, fleet electrification, and EV-ready development standards? If such work may be procured under multiple categories, should firms qualify under all applicable categories in order to be eligible for those solicitations?*

- **Answer:** Electric vehicle planning and implementation work may fall under more than one service category, depending on the specific scope of the Work Order .

These services will most commonly fall under Climate and Sustainability. Certain assignments may also fall under:

- Transportation/Parking Analysis, such as transportation system impacts, parking and charging integration, or fleet electrification; and

- Plans and Ordinances, such as EV-ready development standards or related policy and ordinance updates.

Vendors should submit qualifications for each service category they wish to receive WOSs and for which they meet the applicable minimum requirements. Vendors will only receive WOSs for categories in which they are qualified.

12. Question: *Can the County provide any estimate of anticipated spending, average work order size, or expected volume of work orders under the Economic Development/Economic Impact Analysis category?*

- **Answer:** Work Orders will be issued only as services are needed. Because the County cannot predict its future service needs, it cannot estimate the total anticipated spending, the average value of each Work Order, or the number of Work Orders that may be issued under this category.

Award of a Master Agreement does not guarantee that a contractor will receive any Work Orders or a minimum amount of work.

13. Question: *Are there any anticipated near-term projects of initiatives that the County expects may be procured under this category during the first year of the Master Agreement?*

- **Answer:** Work Orders will be issued on an as-needed basis. At this time, the County cannot identify any specific projects or initiatives that are expected to be issued during the first year of the Master Agreement.

Award of a Master Agreement does not guarantee any Work Orders or minimum amount of work.

14. Question: *Is CBE participation evaluated as part of the SOQ qualification process or future Work Order Solicitations, or is it intended primarily for tracking and reporting purposes?*

- **Answer:** Community Business Enterprise (CBE) participation is not used to determine whether a Vendor meets the Minimum Mandatory Requirements for qualification under this RFSQ, or to assess future work order solicitations. Rather, Exhibit 5, Community Business Enterprise (CBE) Information, is required to document the Vendor's CBE participation and utilization.

15. Question: *Are vendors expected to identify specific CBE subconsultants in their SOQ submission, or can teaming arrangements be established on a task-order basis after qualification?*

- **Answer:** Vendors are not required to identify a specific CBE subcontractor solely to qualify under this RFSQ. However, any CBE subcontractors already identified as part of the proposed team should be reported in Exhibit 5, Community Business Enterprise (CBE) Information, and in any other applicable subcontractor forms.

Additional CBE teaming arrangements may be proposed for future WOSs, subject to the requirements of the applicable Work Order and County approval. The RFSQ requires vendors to document their efforts to use CBE firms when possible and to report CBE participation in Exhibit 5.

16. Question: *Will all Work Orders be competitively solicited among all contractors in the applicable service category, or will the County reserve the ability to make direct assignments for certain projects?*

- **Answer:** Work Orders will be competitively solicited among all qualified contractors in the applicable service category or categories. The County does not make direct assignments under this Master Agreement. Each Work Order will be awarded through the WOS process described in Appendix A, Section 3.0, Work.

17. Question: *Can the County provide additional information regarding the anticipated evaluation criteria for future Work Order Solicitations, including the relative weighting of qualifications, technical approach, staff experience, and cost?*

- **Answer:** The evaluation criteria for each WOS will be based on the specific project and included in the applicable WOS. The RFSQ does not establish the evaluation criteria or relative weighting for WOS in advance.

18. Question: *Can the County provide a sample Work Order Solicitation or describe the typical information that will be required from contractors when responding to a WOS?*

- **Answer:** A sample WOS is not included with the RFSQ. Each WOS will be developed for a specific project and will include a Statement of Work, evaluation criteria, and the instructions and information needed for contractors to prepare and submit a response. Please refer to Appendix A, Master Agreement, Section 3.0, Work.

19. Question: *For Economic Development/Economic Impact Analysis services, does the County anticipate requiring project-specific teams and resumes with each WOS, or will qualifications submitted under the SOQ be relied upon for future task-order evaluations?*

- **Answer:** Qualifications submitted with the SOQ will be used to determine whether a Vendor is qualified for the applicable service category. Future WOSs will include project-specific requirements and evaluation criteria.

Each WOS will state whether the Vendor must provide a proposed project team, staff resumes, or other personnel information for that particular assignment. Work Orders will be awarded through a competitive solicitation process.

20. Question: *At what time is the proposal due on August 12, 2026?*

- **Answer:** The initial SOQ submission deadline is August 12, 2026, at 5:00 p.m. Pacific Time. Since this is an open, continuous RFSQ, vendors may continue to submit SOQs after the initial deadline unless the County issues a notice suspending or closing the solicitation.

21. Question: *Are vendors required to meet minimum requirements for all service categories, or only for the target categories they intend to bid on?*

- **Answer:** Vendors are required to meet the applicable minimum requirements only for the service category or categories in which they are seeking qualification.

Vendors may apply for more than one category. Separate SOQs are strongly encouraged so that the qualifications, experience, and required information for each category are clearly presented.

22. Question: *Are Project Managers required to have five years of experience in all categories, or only those specific target categories the vendor intends to bid on?*

- **Answer:** The five (5) years of experience requirement for the Project Manager applies only to the specific service categories the vendor intends to pursue. Vendors must demonstrate that their proposed Project Manager meets the minimum qualifications for each category in which they seek to be qualified.

23. Question: *Will a Project Manager be selected for the entire contract, or is there an expectation for on Project Manager per service category?*

- **Answer:** The contractor will designate one Project Manager to administer the overall Master Agreement. However, the Project Manager must have at least five years of experience in each service category for which they are being proposed. A vendor may identify different Project Managers for different service categories when one individual does not meet the experience requirement for all selected categories.

24. Question: *Please confirm the five-year experience minimum applies to the Disaster Rebuild and Long-Term Recovery category and clarify what “equivalent or similar” services encompass (e.g., FEMA Public Assistance, HUD CDBG-DR/MIT, hazard mitigation planning, long-term recovery planning).*

- **Answer:** Yes, the five-year minimum experience requirement applies to the Disaster Rebuild and Long-Term Recovery service category.

“Equivalent or similar” services include professional experience in disaster recovery, long-term recovery, or hazard mitigation programs administered by federal, state, or local agencies. Examples may include FEMA Public Assistance, HUD CDBG-DR/MIT, hazard mitigation planning, long-term recovery planning, and other disaster-related program administration, compliance, or implementation activities of comparable scope and complexity.

25. Question: *May a Project Manager’s qualifying experience gained at a prior employer be counted towards the five years of experience requirement?*

- **Answer:** Yes. A Project Manager’s qualifying experience gained while employed by a prior employer may be counted toward the five-year experience requirement. Experience must be relevant to the services described in the RFSQ and must be verifiable and subject to validation by the County.

26. Question: *Is there a formatting standard for Section A?*

- **Answer:** No specific format is required for Section A, Vendor’s Qualifications. Vendors may organize this section as appropriate, provided they include all information required under RFSQ Section 7.4.

27. Question: *On page 8 section 3.1, the RFSQ states that the Vendor must have at least five (5) years of experience for ALL categories, except the Environmental Documentation and Plans and Ordinances, providing the type of services equivalent or similar to the service category as described in Section 2.1 - Scope of Work. The RFSQ also indicates that vendors cannot rely on subcontractors’ experience to meet the Minimum Mandatory Requirements. Does this mean the prime consultant must individually satisfy all Minimum Mandatory Requirements, or may a proposing team (including multiple firms/consultants) combine their qualifications and experience to meet the requirements?*

- **Answer:** The prime consultant must independently meet all Minimum Mandatory Requirements. The qualifications and experience of subcontractors or other team

members cannot be combined with the prime consultant's qualifications to meet those requirements.

28. Question: *Please clarify which forms, if any, are required to be completed and submitted by subconsultants as part of the proposal.*

- **Answer:** Each subconsultant must separately complete and submit the following forms:
 - Exhibit 10: Contribution and Agent Declaration Form
 - Exhibit 11: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76), when applicable to federally funded work

A subconsultant who is unable to complete Exhibit 11 must provide a written explanation.

29. Question: *Is the use of 11" x 17" pages permitted for items such as organizational charts, tables, or other graphics that may require additional space for readability?*

- **Answer:** Yes. Since SOQs will be submitted electronically, 11" x 17" pages may be used for organizational charts, tables, or other graphics when needed for readability, as long as the information is clear and legible.

30. Question: *In order to submit, do we need to have all categories covered for services we don't provide in-house?*

- **Answer:** No. Vendors do not need to provide or qualify for every service category. They may submit an SOQ for only the category or categories in which they meet the applicable minimum requirements.

If technical professional expertise is not available in-house, the vendor may use a California-based subcontractor. However, the prime consultant must independently meet the Minimum Mandatory Requirements for the selected category and cannot use the subcontractor's experience to qualify.

31. Question: *For services that are essential for the CEQA process (such as traffic), if we don't have those services in-house, should we be identifying our subconsultants at this time?*

- **Answer:** Yes. If the vendor has identified or intends to use subcontractors for services not available in-house, such as traffic studies, those subcontractors should be identified in the SOQ.

Each proposed subcontractor must also submit the required subcontractor forms. If a subcontractor has not yet been selected, the RFSQ does not require the vendor to name an unknown firm at this time. Any subcontractor added later will require the County's advance approval.

32. Question: *How many MSAs does the County envision issuing for this contract?*

- **Answer:** The County has not established a specific limit on the number of Master Agreements that may be awarded under this RFSQ. Vendors that meet the minimum mandatory requirements and submit a responsive SOQ may be recommended for a Master Agreement. The County will verify the vendor's required experience and qualifications through the references submitted in Appendix B, Exhibit 9, List of References.

33. Question: *We see the requirement for 25% participation goal for CBE certified firms on the contract. Are we required to determine how that goal will be met in our submittal?*

- **Answer:** A vendor does not need to be a CBE to participate in this RFSQ. This information is collected for reporting purposes only.

34. Question: *Will more than one firm be selected for the contract? How many firms is the County expecting to select for the contract?*

- **Answer:** Please see question #32.

35. Question: *In Section 7.4 of the RFSQ, it states "All SOQ must be submitted via electronic mail (e-mail) to: contract@planning.lacounty.gov by the date and time listed in Paragraph 1.0. All SOQs must be bound and submitted in the prescribed format"*

Does this mean we should also submit a bound, hard copy of the SOQ? Please clarify if an electronic PDF file is acceptable as "bound" if it follows the format specified.

- **Answer:** All SOQ must be submitted via electronic mail (e-mail) in a Portable Document Format (PDF) file with no security provisions to Contract@planning.lacounty.gov. No hard copies delivered in person or facsimile (faxed) responses will be accepted.

36. Question: *Page 16, 5.19 specifies a 25% CBE goal ("The County has established a collective 25% participation goal"). Can the County clarify what is required to be compliant with this statement for this solicitation? Does it require already identifying CBEs and including them in the bid? If so, would that be required for each discipline?*

- **Answer:** A vendor does not need to be a CBE to participate in this RFSQ. The 25% CBE participation goal is a program goal and is collected for reporting purposes only. Vendors are not required to identify CBE subcontractors or meet the 25% goal at the time of SOQ submission.

37. Question: *In Appendix A – Master Agreement, Section 7.0 Administration of Master Agreement – Contractor, Item 7.3 Approval of Contractor’s Staff, it states, “County has the absolute right to approve or disapprove all of Contractor’s staff performing work hereunder and any proposed changes in Contractor’s staff, including, but not limited to, Contractor’s Project Manager. Contractor must provide County with a resume of each proposed substitute and an opportunity to interview such person prior to any staff substitution.”*

- *We would like to clarify if an org chart, list of proposed staff, and staff resumes will be included in our SOQ.*
- *If we are required to provide an org chart, list of proposed staff, and their resumes, would they be included as an Appendix?*

- **Answer:** The County does not require vendors to submit an organizational chart, list of proposed staff, or staff resumes as part of the SOQ. RFSQ Section 7.4, Preparation and Format of the SOQ, identifies the required submission elements, and staff-specific documentation is not required at this stage. Therefore, these materials do not need to be included as an appendix.

38. Question: *May we include a cover letter with our submission?*

- **Answer:** Yes. Vendors may include a cover letter with their SOQ submission.

39. Question: *Per 7.5 SOQ Submission, “All SOQ must be submitted via electronic mail (e-mail) in a Portable Document Format (PDF) file with no security provisions.” However, the Excel file for Exhibit 5 CBE Form, tab Instructions indicates, “Vendor must submit Exhibit 5 - Community Business Enterprise (CBE) Information form in Excel format.” Do we submit Exhibit 5 separately?*

- **Answer:** Yes. Exhibit 5, Community Business Enterprise (CBE) Information, must be submitted as a separate Excel file. All remaining SOQ documents must be submitted in PDF format.

40. Question: *On RFSQ page 22 under 7.4.3.1 Vendor’s Background and Experience (Section A.1), it states: “The Vendor must complete, sign and date the Exhibit 1 (Organization Questionnaire/Affidavit) as set forth in Appendix B (Required Forms).” QUESTION: Are we correct to assume that, though this is mentioned as part of Section A, we should include this completed form in Section B. Required Forms?*

- **Answer:** Yes. Exhibit 1, Organization Questionnaire/Affidavit, must be completed, signed, and dated. Although it is referenced in Section A.1, the completed form should be included in Section B (Required Forms).

41. Question: *On RFSQ page 22 under 7.4.3.1 Vendor's Background and Experience (Section A.1) Required information 1st bullet, it states: "Describe Vendor's specialized experience in completing scope of services for the target category listed in Section 2.1 of this RFSQ." QUESTION: Since this is asking for specialized experience for performing "the target category" [singular] and we/others will likely submit for more than one category, are you looking to receive a single SOQ that includes multiple categories in certain response areas, or a separate SOQ for each category?*

- **Answer:** Please refer to the response to **Question #1**, which addresses whether vendors should submit one SOQ for multiple service categories or separate SOQs for each category.

42. Question: *On RFSQ page 24 under 7.4.3.2 Vendor's List of References (Section A.2) it states: "Vendor must provide at least two (2) references where the same or similar scope of services was provided to validate that the Vendor meets the minimum qualifications stated in Paragraph 3.0 (Minimum Mandatory Requirements)..." QUESTION: Though this is mentioned as part of Section A, may we simply refer to the completed Exhibit 9 (List of References) included in Section B. Required Forms?*

- **Answer:** Yes. Vendors may refer to the completed Appendix B, Exhibit 9, List of References, in Section B, Required Forms, to provide the reference information requested in Section A.2.

43. Question: *On RFSQ page 24 under 7.4.3.3 Vendor's Debarment History and List of Terminated Contracts (Section A.3), it states: "Vendor must include contracts terminated within the past three (3) years with a reason for termination in Appendix B (Required Forms), Exhibit 4 (Debarment History and List of Terminated Contracts). Vendor's completed form Exhibit 4 (Debarment History and List of Terminated Contracts) must be provided as part of their SOQ." QUESTION: Are we correct in assuming that, though this is mentioned as part of Section A, we should include this completed form in Section B. Required Forms?*

- **Answer:** Yes. Although Exhibit 4 (Debarment History and List of Terminated Contracts), is discussed in Section A.3, vendors must complete the form and include it in Section B (Required Forms), of the SOQ.

44. Question: *On RFSQ page 22 under 7.4.3 Vendors Qualifications (Section A), we have noted the use of the general term "Vendor's Qualifications" throughout, but the term "Staff Qualifications" are never mentioned as a specific requirement. Does the County wish to*

see Key Staff Experience/Quals as part of “Vendor’s Qualifications” in some form (i.e., a List only with names/titles? Brief Biographies with or without Education/Licenses? or Full Resumes in an Appendix perhaps?). NOTE: If the answer is NO—that the County does not want to Staff Qualifications anywhere in the document—then Question 5.b below is applicable.

In Appendix A. Master Agreement page 10 under 7.3 Approval of Contractor’s Staff, it states: “County has the absolute right to approve or disapprove all of Contractor’s staff performing work hereunder and any proposed changes in Contractor’s staff, including, but not limited to, Contractor’s Project Manager. Contractor must provide County with a resume of each proposed substitute and an opportunity to interview such person prior to any staff substitution.” However, nowhere in RFSQ Section 7.4 Preparation and Format (starting on page 21) or anywhere else does it ask that we provide the names or experience of key staff who we are proposing to perform the services. QUESTION: If you DO NOT wish to see Key Staff qualifications or list, then will the item described above (re: Appendix A, page 10, Item 7.3) be removed from the Agreement at some point?

- **Answer:** The County does not require vendors to submit key staff qualifications, a list of proposed staff, biographies, or resumes as part of the SOQ. RFSQ Section 7.4 (Preparation and Format of the SOQ) identifies the required submission elements, and staff-specific documentation is not required at this stage.

Appendix A, Master Agreement, Section 7.3, Approval of Contractor’s Staff, will remain in the Master Agreement. This provision applies after a Master Agreement is awarded and when personnel are proposed to perform work under an executed Work Order. At that time, the County may review and approve the proposed personnel and any staff substitutions in accordance with Section 7.3.

- 45. Question:** *On Appendix B. Required Forms page 12, the last page of Required Forms Exhibit 7. (Statement of Qualifications Submittal Form) it states: “The County has carefully reviewed your firm’s Statement of Qualification (SOQ). Your firm is approved for the service categories indicated below....” QUESTION: This page of Exhibit 7 appears to require completion by the County; should we include this page of Exhibit 7 in our submission but leave it blank completing only the first two pages of Exhibit 7, except perhaps the Contractor Name field in the upper left corner?*

- **Answer:** Exhibit 7 (Statement of Qualifications Submittal Form) serves as the vendor’s submission checklist. Vendors must complete and submit Pages 1 and 2.

Page 3 (Approved Service Categories Form) is for County use only. Vendors should include Page 3 with their submission but leave it blank. The County will complete this page during the review process.

46. Question: *Regarding Appendix B. Required Forms page 14, Required Forms, Exhibit 9 (List of References), may firms use the County of Los Angeles (same and/or various departments) as a previous client reference?*

- **Answer:** Yes. Vendors may list the County of Los Angeles, including the same or different County departments, as a previous client reference, provided the reference is for the same or similar services and includes a contact who can verify the work performed.

47. Question: *Since there was no prebid meeting, if there are additional clarification questions after receipt of Q&A received, will there be an opportunity to ask follow-up questions?*

- **Answer:** Yes. Vendors may continue to submit written questions after July 22, 2026, while the RFSQ remains open. The County will issue additional responses by addendum as needed. Once the County issues a notice suspending or closing the solicitation, no further questions will be accepted.

48. Question: *Sections 1.0 and 2.5 indicate that SOQs may be submitted throughout the term of the Master Agreement and reviewed intermittently after the initial due date. Please clarify whether the County intends to continue accepting and evaluating SOQs through June 30, 2031, or whether the solicitation may be suspended or closed before that date. If so, what process will the County use to notify potential respondents?*

- **Answer:** This is an open, continuous RFSQ. Vendors may continue to submit SOQs through June 30, 2031, unless the County issues a notice suspending or closing the solicitation before that date. Any suspension or closure will be communicated through an official notice issued by the County.

49. Question: *Do we need to sign up on an intent to bid notification list?*

On the vendor portal, there is no link to indicate intent to bid.

- **Answer:** No. Vendors are not required to sign up for an intent-to-bid notification list to submit an SOQ. However, all potential contractors must be registered in the County's WebVen before a Master Agreement can be executed. Vendors may register through the County's WebVen website at <http://camisvr.co.la.ca.us/webven/>.

50. Question: *Are there any unique skills sets unique to this period of time that may be required?*

- **Answer:** No unique skill sets are required solely because of the current period. Vendors must meet the minimum and category-specific qualification requirements

stated in the RFSQ. Any additional specialized skills needed for a particular project will be identified in the applicable WOS.

51. Question: *Please confirm that while the proposal has a blackout period it does not preclude outreach to references other than LA County Regional Planning.*

- **Answer:** Yes. Vendors may contact references outside of LA County Regional Planning, including references from other County departments. However, vendors must not contact County personnel regarding this RFSQ or seek solicitation-related information from anyone other than the designated RFSQ contact. All questions regarding the solicitation must be submitted in writing to **contract@planning.lacounty.gov**.

52. Question: *Please clarify how SOQs submitted after the August 12, 2026 initial due date will be evaluated. Will SOQs submitted after August 12 be accepted on a rolling basis and considered for award throughout the term of the Master Agreement? Additionally, are there any advantages or differences in the evaluation or award process for firms that submit by the initial due date versus those that submit after August 12?*

- **Answer:** The County will continue to accept SOQs after the initial due date of August 12, 2026. SOQs submitted after August 12, 2026 will be evaluated on a rolling basis throughout the term of the Master Agreement. Firms that meet all minimum requirements, including evaluation and references validation, will be added to the Master Agreement for the specific service category for which they applied as qualified contractors.

Please note that submitting by the initial due date does not provide any scoring or evaluation advantage. However, firms that submit by August 12 will be included in the first evaluation cycle and therefore will be eligible to receive WOSs for their specific service category earlier, if and when such solicitations are released. Firms submitting after August 12 will be evaluated in subsequent cycles and may be added later, depending on when their SOQ is received and reviewed.

There are no differences in evaluation criteria between initial and later submissions; all SOQs are reviewed using the same standards and requirements for each service category, including references validation.

*** End ***