

Programa de Asistencia Técnica  
Solicitud de Declaración de Cualificaciones – RPOSD TAP Acuerdo Maestro

Taller de Pre-solicitud de Proveedores

Medida A: Acto de Parques Vecindarios Seguros y Limpios, Espacios Abiertos,  
Playas, Protección de Ríos y Conservación del Agua de 2016

Christina Angeles – Deputy District Administrator  
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Agie Jordan III – Manager, Grants Section  
Jack Sahl – Project Manager & FUSE Executive Advisor

Los Angeles County Regional Park and Open Space District



March 1, 2021

# Objetivos y Reglas Básicas de la Junta

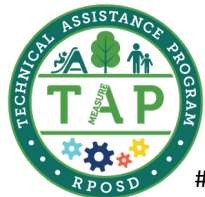
## Objetivos

Este es el Taller de Pre-solicitud de RPOSD TAP RFSQ

1. Proporcionar información sobre los servicios de consultoría de TAP para las comunidades que necesitan parques
2. Proporcionar antecedentes sobre la Solicitud de Declaración de Clificaciones (RFSQ)

## Reglas Básicas:

1. Debe registrarse con anticipación;
2. El teléfono del participante se silenciará;
3. Se aceptarán preguntas escritas al [TAP@RPOSD.LACounty.gov](mailto:TAP@RPOSD.LACounty.gov) hasta el 4 de marzo de 2021





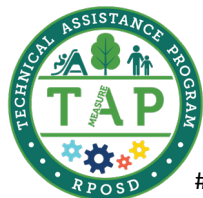
# **Request for Statement of Qualifications (RFSQ)**

## **Park and Open Space Grants – Measure A**

### **Technical Assistance Program Professional Services**

**Prepared By  
County of Los Angeles, Regional Park and Open Space District**

**March 1, 2021**



#WeAllNeedParks

## Taller de Pre-solicitud de Proveedores TAP RFSQ

Bienvenida

Norma Garcia-Gonzalez – Directora

Los Angeles County Regional Park and Open Space District  
Los Angeles County Department of Parks and Recreation

Me complace darle la bienvenida al taller RPOSD TAP RFSQ. Estamos comprometidos a ayudar a todas las comunidades a utilizar los fondos de la Medida A para construir nuevos parques, mejorar el acceso a los parques, mantener los programas de recreación existentes y agregar nuevos programas. Sin embargo, nuestra prioridad es asegurarnos de que las comunidades con mayor necesidad desarrollen con éxito proyectos de parques y obtengan financiación. Identificar y poner a disposición expertos en consultoría es una parte clave de nuestro Programa de Asistencia Técnica. Agradecemos su participación en este taller y esperamos más parques y mejores programas en todo el condado de Los Ángeles.

Es un placer para mí presentarles a Christina Angeles, nuestra líder del Distrito de Parques Regionales y Espacios Abiertos [[Regional Park and Open Space District](#)].



## Taller de Pre-solicitud de Proveedores TAP RFSQ

Bienvenida y Introducciones

Christina Angeles – Asistente Directora

Los Angeles County Regional Park and Open Space District

“En 2016, los votantes aprobaron la Medida A con una gran mayoría, dejando en claro que las inversiones en espacios verdes son importantes para las familias, la salud ambiental y la equidad social. Continuar poniendo en acción la Medida A y empoderar a nuestras comunidades con recursos contribuirá a nuestro compromiso de garantizar que los angelinos tengan igual acceso a espacios abiertos y recreativos seguros, saludables y acogedores. Nuestro Programa de Asistencia Técnica brindará servicios de consultoría especializados y específicos a aquellas comunidades con mayor necesidad de parques. Este taller le proporcionará información sobre RPOSD TAP. Agradecemos su participación. Puede encontrar más información sobre la Medida A, el Programa de Asistencia Técnica y nuestro Equipo en nuestra página web [RPOSD.LACounty.gov](http://RPOSD.LACounty.gov).”

Me complace presentar al equipo que hará las presentaciones:

Stephanie Garcia, Grants Analyst, Grants Section

Arcy Navarrete, Grants Officer, Grants Section

Martha Lopez, Grants Officer, Grants Section

Rocio Diaz, Assistant Manager, Administration Section

¡Gracias!

Rocío comenzará la presentación.



# Solicitud de Declaración de Cualificaciones (RFSQ)

## Taller de Pre-solicitud de Proveedores

Todas las secciones y apéndices de esta RFSQ son igualmente importantes. Al bien no estamos revisando todos los aspectos de la RFSQ, esto no disminuye su importancia. Usted es responsable de cumplir con todas las condiciones especificadas en la RFSQ. La RFSQ es el documento correcto si hay alguna discrepancia entre los materiales presentados como parte del Taller de pre-solicitud y lo que está en la RFSQ

### Covered Topics

#### 1.0 Información General

- 1.1 Propósito y Antecedentes
- 1.2 Alcance del Trabajo
- 1.5 Calificaciones Mínimas del Proveedor
- 1.8 Proceso del Acuerdo Maestro
- 1.10 Proceso de Solicitud y Adjudicación de Ordenes de Trabajo

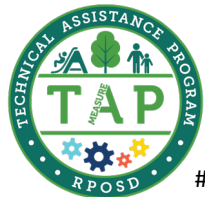
#### 2.0 Instrucciones para los Proveedores

- 2.1 Responsabilidad de RPOSD
- 2.3 Calendario de RFSQ
- 2.5 Preguntas de los Proveedores
- 2.6 Taller de Pre-solicitud de Proveedores
- 2.7 Preparación y Formato del SOQ (Declaración de Calificaciones)

#### 3.0 Proceso de Revisión / Selección / Calificación del SOQ

- 3.1 Proceso de Revisión
- 3.4 La Subvencion del Acuerdo Maestro

Apéndice K: Alcance de los Servicios del Desarrollo del Proyecto Parkland



# Solicitud de Declaración de Cualificaciones (RFSQ)

## Taller de Pre-solicitud de Proveedores

### 1.0 General Information

#### 1.1 Purpose and Background

The County of Los Angeles, Regional Park and Open Space District (RPOSD) is seeking qualified vendors to enter into Master Agreements with RPOSD to provide Technical Assistance (TA) Professional Services to support Measure A Competitive Grants. These resources are part of the RPOSD Technical Assistance Program (TAP).

#### 1.2 Scope of Work

Some significant features of this RFSQ and resulting Master Agreement are as follows:

1. The terms contained in the Master Agreement are non-negotiable. The Master Agreement will be uniformly executed amongst all Qualified Contractors.
2. The Master Agreement may be amended, from time to time during the term of the Master Agreement.
3. During the term of the Master Agreement, newly Qualified Vendors may be added at any time to the list of Qualified Vendors for each Skill Category, and newly Qualified Contractors in the respective Skill Categories will be included in Work Order Solicitations.
4. During the term of the Master Agreement, Skill Categories may be added or deleted at any time, based on RPOSD's needs and at RPOSD's sole discretion. Qualified Vendors wishing to expand the number of Skill Categories for which they are eligible may also apply at any time to be added to the list of Qualified Vendors for new Skill Categories. Qualified Contractors wishing to expand the number of Skill Categories for which they are eligible may also apply at any time to be considered for Work Order Solicitations in the new Skill Categories.
5. Work Order Solicitations will be sent electronically to Qualified Contractors in the respective Skill Categories and responses to the Work Order Solicitations shall be submitted electronically, unless otherwise stated in the Work Order Solicitation.



# Solicitud de Declaración de Cualificaciones (RFSQ)

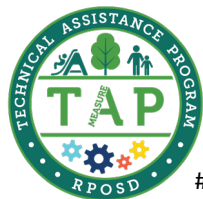
## Taller de Pre-solicitud de Proveedores

### 1.0 General Information

#### 1.5 Vendors' Minimum Qualifications

Interested and qualified Vendors that meet the Minimum Qualifications for specific Skill Categories and as further described below are invited to submit an SOQ.

- 1.5.1 Vendor must have experience providing the type of service(s), its equivalent, or similar experience to, at least one of the Skill Categories stated in [Appendix K](#), for which it seeks qualification. Vendor must demonstrate that it has the necessary professional license or certification, as applicable, in the area that it seeks qualification.
- 1.5.2 The Vendor must demonstrate that it has successfully completed at least three (3) relevant projects in Los Angeles County, with the assigned deliverables, schedule, and budget. Vendor's office and personnel must be located in Southern California.
- 1.5.3 Vendor must demonstrate that it possesses the relevant skills to provide services in one or more of the Skill Categories. Vendor must indicate for which Skill Category(ies) they are interested in qualifying. For each Skill Category it is interested in qualifying for, Vendor must:
  - (1) describe its approach to providing the services within that Skill Category; and
  - (2) describe its experience providing the services within that Skill Category.





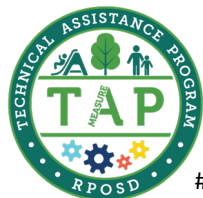
# Solicitud de Declaración de Cualificaciones (RFSQ)

## Taller de Pre-solicitud de Proveedores

### 1.0 General Information

#### 1.5 Vendors' Minimum Qualifications

- 1.5.4 If Vendor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller or RPOSD within the last 10 years, Vendor must not have unresolved questioned costs identified by the Auditor-Controller or RPOSD, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.



# Solicitud de Declaración de Cualificaciones (RFSQ)

## Taller de Pre-solicitud de Proveedores

### 1.0 General Information

#### 1.8 Master Agreement Process

The Master Agreement process is described in this Section 1.8; however, project specifications, tasks, deliverables, etc. will be determined when RPOSD issues a Work Order Solicitation and in accordance with Paragraph 3.4 of Appendix H (Sample Master Agreement).

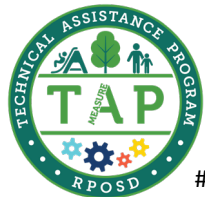
1.8.1 Master Agreements will be executed with all interested Vendors determined to be qualified for a particular Skill Category(ies).

1.8.2 Upon RPOSD's execution of these Master Agreements, the Qualified Vendors will become Qualified Contractors, and thereafter be solicited under competitive conditions to provide as needed Measure A TAP Professional Services under Work Orders to be issued by RPOSD.

1.8.3 Work Orders resulting from successfully solicited Work Order Solicitations will include a Statement of Work which will describe in detail the particular project and the work required for its performance.

1.8.4 The execution of a Master Agreement does not guarantee a Contractor any minimum amount of business.

1.8.5 Since the Master Agreement includes various categories of services, only those Contractors qualified for the specific category will be invited to submit bids.



# Solicitud de Declaración de Cualificaciones (RFSQ)

## Taller de Pre-solicitud de Proveedores

### 2.0 Instructions to Vendors

This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

#### 2.1 RPOSD Responsibility

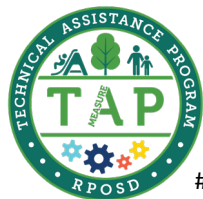
RPOSD is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

#### 2.3 RFSQ Timetable

The timetable for this RFSQ includes the following dates:

- |  |           |
|--|-----------|
| ➤ Release of RFSQ                                    | 2/16/2021 |
| ➤ Vendor Conference Date                             | 2/25/2021 |
| ➤ Request for a Solicitation Requirements Review Due | 3/2/2021  |
| ➤ Written Questions Due                              | 3/4/2021  |
| ➤ Questions and Answers Released                     | 3/15/2021 |
| ➤ SOQ due by   | 3/26/2021 |

After initial deadline, qualifications will be reviewed on a continuous basis through 2/1/2025. The review of Vendor qualifications will occur as scheduled by RPOSD.



# Solicitud de Declaración de Cualificaciones (RFSQ)

## Taller de Pre-solicitud de Proveedores

### 2.0 Instructions to Vendors

This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

### 2.5 Vendors Questions

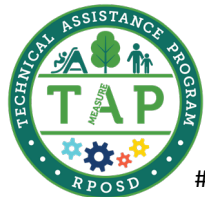
Vendors may submit written questions regarding this RFSQ by mail, fax or e-mail to the email address identified below. All questions must be received by March 4, 2021. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFSQ.

When submitting questions, please specify the RFSQ section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFSQ. RPOSD reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage Vendors or, due to unclear instructions, may result in RPOSD not receiving the best possible responses from Vendor.

Questions should be addressed to:

[TAP@rposd.lacounty.gov](mailto:TAP@rposd.lacounty.gov)



# Solicitud de Declaración de Cualificaciones (RFSQ)

## Taller de Pre-solicitud de Proveedores

### 2.0 Instructions to Vendors

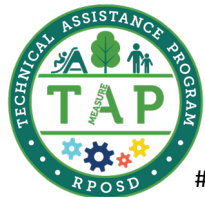
This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

### 2.7 Preparation and Format of the SOQ

All SOQs must be submitted as a read only .pdf file, electronically. Any SOQ that deviates from this format may be rejected without review at RPOSD's solediscretion.

The content and sequence of the SOQ must be as follows:

- Cover & Title
- Table of Contents
- Vendor's Qualifications (Section A)
- Required Forms (Section B)
- Proof of Insurability (Section C)
- Proof of Licenses (Section D)



# Solicitud de Declaración de Cualificaciones (RFSQ)

## Taller de Pre-solicitud de Proveedores

### 3.0 SOQ Review/Selection/Qualification Process

This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

#### 3.1 Review Process

SOQs will be subject to a detailed review by qualified RPOSD staff. The review process will include the following steps:

RPOSD shall review the Vendor's Organization Questionnaire/Affidavit and CBE Information – Exhibit 1 of Appendix A, Required Forms, and determine if the Vendor meets the minimum qualifications as outlined in sub-paragraph 1.5 of this RFSQ.

Failure of the Vendor to comply with the minimum qualifications may eliminate its SOQ from any further consideration. RPOSD may elect to waive any informality in an SOQ if the sum and substance of the SOQ is present.

#### 3.4 Master Agreement Award

Vendors who are notified by RPOSD that they appear to have the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Agreement if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the Master Agreement and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to RPOSD's satisfaction can a Vendor, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Master Agreement.

RPOSD will execute Board of Supervisors-authorized Master Agreements with each selected vendor. All Vendors will be informed of the final selections.



# Solicitud de Declaración de Cualificaciones (RFSQ)

## Taller de Pre-solicitud de Proveedores

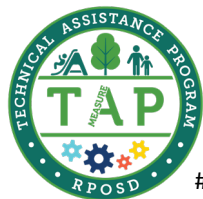
### Appendix K: Parkland Project Development Scope of Services

Depending on the type of work described in the Work Order Request, a Consultant may be selected based on expertise in one or more of the following disciplines:

1. Community Outreach and Engagement
2. Environmental Studies;
3. Acquisition Services;
4. Project Feasibility and Cost Estimation;
5. Planning, Scoping, Design, Engineering, and Construction documents;
6. Grant Writing and Application
7. Project and Construction Management
8. TAP Program Development and Implementation

The parkland project technical resource categories each represent a segment of the park project development continuum. The descriptions are representations of the kind of work that would be expected in that category. These do not include all relevant examples. The Qualified Vendors will be asked to bid on a Work Order Request, developed in coordination with eligible park entities. The submitted bids will be evaluated on: a) Approach; b) Deliverables; c) Innovation; d) Schedule; and e) Budget. The Statement of Work may call for work product beyond the examples provided below.

Each potential vendor must specify which category (or categories) the vendor seeks qualification for. Eligible park entities and/or RPOSD will select qualified vendors to provide TAP Services.



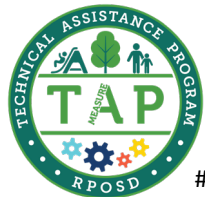
# Solicitud de Declaración de Cualificaciones (RFSQ)

## Taller de Pre-solicitud de Proveedores

### Aviso:

La Sección 1.5.4. (Cualificaciones Mínimas de los Proveedores), Section 2.3 (calendario RFSQ) y Apéndice K(El Alcance de los Servicios de Desarrollo del Proyecto Parkland) se han actualizado desde el primer lanzamiento el 16 de febrero de 2021.

Debe acceder la versión más actual al preparar su respuesta.





## Programa de Asistencia Técnica (TAP) de la Medida A de RPOSD

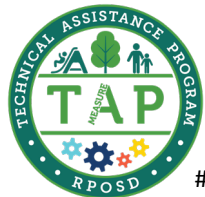
- Los Parques y los Espacios Abiertos Son Buenos Para las Familias y Sus Comunidades
- El Acceso a Parques y Espacios Abiertos no es Similar A Través del Condado de Los Ángeles
- Estas Mismas Comunidades También Se Ven Afectadas Por la Pobreza y la Contaminación Ambiental

### El Objetivo:

Lograr la equidad de parques/espacios abiertos, apoyando el desarrollo de solicitudes de becas para parques y espacios abiertos que resulten en: 1- Superficie de acres en parques), 2-Senderos, 3- Amenidades, 4-Accesos Recreativos y 5-Trabajos en comunidades identificadas como parques de “Necesidad Alta” o “Muy Alta ”en la Evaluación de Necesidades de Parques del condado de Los Ángeles<sup>1</sup>.

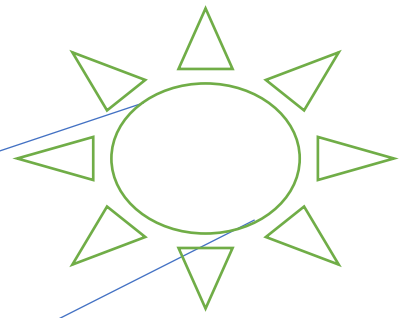
Visite nuestro sitio web para obtener información adicional sobre RPOSD, fondos de la Medida A y TAP

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



<sup>1</sup> LACountyParksNeeds.org

# Parques, espacios abiertos y áreas naturales



*Gracias!*



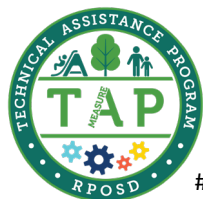
# **Request for Statement of Qualifications (RFSQ)**

## **Park and Open Space Grants – Measure A**

### **Technical Assistance Program Professional Services**

Prepared By  
County of Los Angeles, Regional Park and Open Space District

March 1, 2021



#WeAllNeedParks