



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ROBERT G. LUNA, SHERIFF



April 19, 2024

Notice to Vendors:

**BULLETIN NUMBER 1  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
ARCHITECTURAL, ENGINEERING, AND RELATED SERVICES  
RFSQ NUMBER 693-SH**

**INTRODUCTION**

The County of Los Angeles (County) Sheriff's Department (Department) is seeking qualified Vendors to enter into Master Agreements with the County to provide as-needed architectural, engineering, and related services to the Facilities Bureau Planning Project Team in support of projects managed by the Department.

**VENDOR'S MINIMUM MANDATORY REQUIREMENTS**

Interested and qualified Vendors that can demonstrate their ability to successfully provide the services listed in Attachment 1 (Statement of Work) to Appendix A (Model Master Agreement) are invited to submit a Statement of Qualifications (SOQ), provided they meet the following Minimum Mandatory Qualifications:

1. Vendor must have a minimum of ten consecutive years' experience, within the last 12 years, providing as-needed architectural and engineering (e.g., electrical, mechanical, structural) services.

Vendor must complete Exhibit 8 (Vendor's List of References) of Appendix B (Required Forms) listing all references necessary to verify this Minimum Mandatory Qualification.

2. Vendor must employ one or more full-time employee(s) who, in the aggregate, possess the three licenses, issued by the California Contractors State License Board, listed below:
  - a. Professional Engineer – Electrical,
  - b. Professional Engineer – Mechanical, and
  - c. Professional Engineer – Structural.

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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Vendor must complete Exhibit 9 (Required Licenses, Certifications, Memberships, and Permits) of Appendix B (Required Forms) and provide a copy of a valid certificate of registration for each license listed above.

- 3. Vendor must employ one or more full-time employee(s) who possess a valid architect license, issued by the California Architects Board.

Vendor must complete Exhibit 9 (Required Licenses, Certifications, Memberships, and Permits) of Appendix B (Required Forms) and provide a copy of a valid license as listed above.

- 4. Contractor must maintain an office within the County with a telephone in Contractor’s name where Contractor conducts business. If Contractor maintains several offices in the County, it must designate one office within the County as the main contact for the County.

- 5. If Vendor’s compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last ten years, then Vendor must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00. Costs 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.

**RFSQ TIMETABLE**

The timetable for the RFSQ is as follows:

Release of RFSQ.....	April 19, 2024
Request for a Solicitation Requirements Review Due.....	May 3, 2024
Written Questions Due.....	May 10, 2024
Questions and Answers Released via Addendum .....	May 17, 2024
<b>SOQ due by 3:00 p.m. (Pacific Time) .....</b>	<b>June 7, 2024</b>

The submittal due date above is an initial due date. SOQs not received by that date may not be reviewed initially; however, they may be reviewed at a later date to determine if they meet the Minimum Mandatory Qualifications. The solicitation will remain open until the needs of the Department are met.

**SOQ SUBMISSION**

The original SOQ, three numbered identical hard copies, and two separate identical electronic copies in PDF format on flash drives (memory sticks) must be enclosed in a

sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of Vendor bearing the words:

**“SOQ for Architectural, Engineering, and Related Services  
(RFSQ 693-SH)”**

The SOQ and any related information must be delivered or mailed to:

Los Angeles County Sheriff's Department  
Hall of Justice  
Fiscal Administration - Contracts Unit  
211 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Attention: Joanna Kim

**It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline identified in the RFSQ Timetable above. Submitting Vendors must bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.**

Any SOQ received after the scheduled due date and time as stated in the RFSQ Timetable above, or any addendum amending the SOQ due date and time, will not be reviewed initially, however, may be reviewed at a later date.

**CONTACT WITH COUNTY PERSONNEL**

Any contact regarding this RFSQ or any matter relating thereto must be in writing and e-mailed as follows:

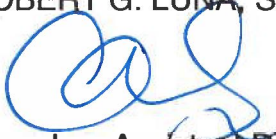
Contract Analyst: Joanna Kim

E-mail Address: [jykim@lasd.org](mailto:jykim@lasd.org)

Vendors are specifically directed not to contact any other County person or agent for any matter related to this RFSQ. If it is discovered that a Vendor contacted and/or received information from any County person or agent, other than the person specified above, regarding this RFSQ, the County at its sole discretion may disqualify Vendor and their SOQ from further consideration.

Sincerely,

ROBERT G. LUNA, SHERIFF



Glen Joe, Assistant Division Director  
Administrative Services Division