City of Los Angeles
Department of Recreation and Parks

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REQUEST FOR QUALIFICATIONS

AS-NEEDED PARK MASTER PLANNING CONSULTING SERVICES

RFQ Release Date:	**June 17, 2026**
Mandatory Pre-Submission Meeting:	**July 14, 2026**
Submission Deadline:	**August 18, 2026**

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I. INTRODUCTION

The City of Los Angeles Department of Recreation and Parks (RAP) requires As-Needed Park Master Planning Consulting Services, which current staffing cannot provide. This RFQ will provide RAP with resources to provide RAP's Planning, Construction and Maintenance Branch with tools to meet current and future park projects.

Firms interested in providing As-Needed Park Master Planning Consulting Services are invited to submit a Statement of Qualifications (SOQ) to RAP in response to this Request for Qualifications (RFQ). RAP recognizes the need for park master planning for the overall design, site context, access and connectivity, wayfinding, and zones of use to ensure that park and recreation facilities are effectively integrated into their surroundings; and provide the best experiences for Angelenos while complying with applicable laws, regulations, and the guidelines set by the Citywide 2025 Park Needs Assessment. As-needed contracts for Park Master Planning Consulting Services will be crucial to protecting the public image of the world-class recreational and park facilities of the City of Los Angeles.

Firms pre-qualified under this RFQ will be awarded a pre-qualified contract for a **five (5) year term** with two (2) options to extend, each option for an additional 5 years, with an annual cap not to exceed **Eight Million Dollars ($8,000,000)** with no guaranteed minimum compensation. All pre-qualified contractors awarded a contract will compete for projects issued by RAP on an as-needed basis. In order to continue to master plan and design high quality parks in compliance with applicable laws and regulations, RAP will require the services of firms providing As-Needed Park Master Planning Consulting Services.

II. ORGANIZATIONAL BACKGROUND

RAP provides stewardship to more than 16,000 acres of land, and offers extensive recreational, social and cultural programs at over 450 parks located across the City of Los Angeles. RAP maintains and operates a vast recreational infrastructure including hundreds of athletic fields, children's playgrounds, basketball and tennis courts, community and recreation centers, aquatics facilities, senior centers, skate parks, golf courses, museums, dog parks and many other community assets. RAP is proud to be one of the City's most comprehensive social service providers, offering an array of diverse, interesting and enriching recreational, educational, and cultural programs that serve youth, adults and seniors. RAP has a diverse program of festivals and events including but not limited to the Summer Concert Series in Pershing Square, the Lotus Festival, and Summer Light the Nights programs, as well as providing facilities for various sports leagues. With the over 450 parks under RAP's jurisdiction, As-Needed Park Master Planning Consulting Services contracts are critical to maintaining and expanding our current park facility infrastructures.

III. SCOPE OF SERVICES

As-Needed Park Master Planning Consulting Services for the purposes of this RFQ, refers to compliance with overall planning, design, and related consulting in support of RAP related projects.

It will include, but not be limited to the following items and Task Orders will vary but will include some or all of the following activities:

- Project Management
- Master Planning
- Architectural Programming and Needs Assessment
- Schematic Design
- Environmental Review Services in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA)
- Project Cost Estimating (Class C and D)
- Community Meetings and Presentations
- Presentations to Oversight Boards and Council Offices
- Interior Space Planning
- Adaptive Reuse Planning and Design
- As-Built Documentation Research
- Document Filing and Permitting
- Code Research
- Zoning Variances, Building Variances, and Conditional Use Permits
- Computer Assisted Design and Drafting (CADD)
- Project Scheduling
- Grant Writing to Secure Funding for Municipal Facilities Projects
- Sustainable Architectural Design
- Resource-Efficient Design and Construction
- Design Policy Development
- Rendering and Model Building
- Engineering Support, including, but not limited to Civil and Transportation Engineering
- Archaeology and Historical Preservation Forensics
- Acoustical Design
- Audio-Visual Design
- Security Systems and Fire/Life Safety Design
- Accessibility Evaluation and Planning
- Use of Architectural Industry-Standard Computer Software Compatible with CITY Standards, Including Autodesk AutoCAD and Revit; Microsoft Office Suite; Google Apps for Business; and Adobe Design Applications
- Familiarity with City of Los Angeles Neighborhood Councils, Community Groups and Interested Non-Profit Organizations
- Project Website Development and Maintenance (within duration of the project)

The proposed scope of work required for Park Master Planning Consulting Services will include, but not be limited to the following:

- Preparation of master plans, landscape architectural design plans, and construction documents for City parks and municipal facilities, including all required research, graphics, and associated reports. Projects may include parks, recreation centers, traffic islands, parkways, and slopes in connection with public improvement projects; riparian and watershed protection; and swimming pools (landscaping scope only) and fountains.
- Preparation of conceptual plans and models. Schematics will be prepared consistent with the approved conceptual plan.
- Preparation of cost estimates for grants.
- The CONSULTANT may be required to procure an independent estimate from a cost estimating firm not affiliated with the design firm to validate both the Class "C" and Class "D" estimates.
- Identification of any information required to obtain City, County, State or Federal permits to begin construction.
- Participation in all necessary consultations and conferences with and making all required appearances before City officers, employees, and representatives of City boards; other City departments; and County, State, Federal, and other agencies having jurisdiction over the projects.
- Community involvement and participation in the design of City parks and municipal facilities is encouraged. Accordingly, the CONSULTANT shall participate in community meetings held to provide project input, review schematic, preliminary, and final plans, and make public presentations.
- Resolution of issues pertaining to site archaeology and historical preservation.
- Preparation of site maintenance plans and schedules for arborists, gardeners, and other maintenance staff.

Proficiencies & Skills

Park Master Planning consultants should demonstrate proficiency in the management and/or execution of the following areas:

- Sustainable landscape architecture and energy-efficient landscaping
- Specifications and bid documents
- Familiarity with NACTO design standards
- Planting and irrigation design including stormwater best management practices (BMPs)
- Water conservation and use of native plants
- Tree protection measures
- Grading and drainage including stormwater BMP's
- Construction practices and their relationship to the trades
- Construction details
- Erosion control BMP's

- Qualified Stormwater Pollution Prevention Plan (SWPPP) Developers (QSDs) and Qualified SWPPP Practitioners (QSPs)
- Qualified Americans with Disabilities Act (ADA) and Certified Access Specialist (CASp)
- Permitting processes
- California Environmental Quality Act (CEQA) process and landscape mitigation measures
- United States Green Building Council LEED as applicable
- Advising on Green Infrastructure, Vision Zero, and other City program designs
- Irrigation design
- Playground design
- Skate park design
- Synthetic turf design
- Athletic field and game court design
- Golf course design
- Swimming pool (landscaping scope only) and/or fountain design
- Riparian and watershed protection projects
- Parking lot design
- Streetscape design
- Building landscaping
- Green roofs

IV. MINIMUM QUALIFICATIONS

Responders must meet the in order to qualify for an as-needed contract pursuant to this RFQ

Respondents will be required to provide evidence of their qualifications and must meet the minimum requirements listed below. If Respondents cannot provide acceptable proof of qualifications, their SOQ will be considered non-responsive. If Respondents meet the minimum requirements, they may be awarded an as-needed contract.

Referenced projects must be submitted on the appropriate Project Qualification Submission Form.

License(s) and/or Certification(s)

- Refer to Attachment 1 Instructions to All Respondents.

All qualifying projects provided must have been completed between 2021 and 2026.

Qualified Responders must provide the following:

- *Resume(s) of the proposed personnel that will work on RAP projects;*
- *Copies of the personnel Professional License(s)/Certification(s)*
- *Describe a minimum of two completed Park Master Plans and/or Park Feasibility Studies that key members of your team have recently completed (within the last five years) where the Prime Contractor's team members were personally involved. Construction associated with a completed Park Master Plan may be on-going. Referenced Park Master Plan projects must be completed*

and cannot be "in-progress". The identified projects may have been completed by a sub-consultant of a master plan project.

V. EVALUATION, SELECTION, AND AWARD OF WORK

RAP will evaluate the SOQs received and make recommendations to the Board regarding the selected Respondents with whom to enter into contracts for the provision of as-needed services described herein. RAP may recommend the execution of contracts with multiple Respondents for inclusion on the list of pre-qualified contractors. Contracts will be awarded based on the completeness of the SOQ. If acceptable proof of qualifications is not provided, the SOQ will be considered non-responsive.

Evaluation of SOQs will begin with a Level I review which will focus on whether the Respondent submitted a completed package as required. All required forms will be reviewed for context and required signatures. If Respondent did not provide a completed SOQ, they may be deemed non-responsive and may not proceed to a Level II review.

A Level II review will focus on the actual qualifications provided by the Respondent on the required minimum work experiences, membership of professional organization, and the presentation of the minimum projects performed as required in this RFQ. All representative projects submitted will be reviewed and all references may be contacted to verify accuracy of information provided by the Respondent. If Respondent passes both the Level I and Level II review, the Respondent may be recommended to the Board for an award of contract.

Following the execution of contracts with selected pre-qualified Respondents, RAP will solicit proposals from all pre-qualified Respondents for specific projects, tasks and/or services. One pre-qualified firm will then be selected to perform the specific project, task, and/or service based on the pre-qualified Respondent's approach to work, comparable experience, bid amount, and/or other criteria that may be established by RAP upon solicitation of specific services.

The City reserves the right to add contractors during the term of any contract/s awarded as a result of this RFQ process.

This is a prequalified contract. RAP may recommend multiple pre-qualified Respondents for this contract. All pre-qualified Respondents will compete for projects issued by RAP on an as-needed basis. The award of this contract will be based on the Respondent's qualifications, which will be evaluated based on the information provided in the Response.