

**Property Management Services
Request for Qualifications (RFQ)
Questions and Answers (Q&A)**

Date Posted: March 18, 2026

SCOPE OF WORK

1. Is the expectation for a staff person to be on-site at the building every day?

The awarded applicant must ensure that at least one staff member is on site at the building during normal operating hours (Monday through Friday, 7:00 AM – 7:00 PM), while First 5 LA and tenant staff are in the building. Operating hours are subject to change.

2. Are there day porter/janitorial staff on site during the day for moving and stocking goods in bathrooms/kitchens/etc.?

There are no day porters or janitorial staff on site during the day. Janitorial staff service the building and restock bathrooms overnight; any staff supply needs during the day will need to be addressed by the awarded applicant's staff. The awarded applicant will ensure all kitchen supplies and sanitary/cleaning supplies, including hand sanitizer stations and other cleaning supplies used by staff, and copier paper are stocked and replenished.

3. Will there be a need for accounting services for any work of this project, such as invoice processing?

The awarded applicant will receive and pay building-related invoices and bills and track expenses against the budget to ensure no overage. The awarded applicant will also need to submit invoices for their work to First 5 LA, including annual management fees, on-site personnel costs, and any costs incurred from subcontracted services as needed.

4. When was the Capital Improvement Project Part II completed?

Phase II of the Capital Improvement Project was completed in January 2026.

5. How many employees are on site at the building daily?

On average, there are approximately 60 occupants in the building daily between First 5 LA and the tenant. Thursdays tend to be the busiest days.

6. How do First 5 LA staff submit work orders and requests to the Property Management Services staff? Do the tenant staff use the same system?

First 5 LA and tenant staff both submit tickets via the FreshService online platform to notify Property Management Services staff of any identified issues or needs. The awarded applicant may suggest a different system in their application for managing these requests.

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