



MAGNOLIA PUBLIC SCHOOLS

Request for Proposals
to Provide Architectural Master Planning Services
for Magnolia Science Academy 1 | Reseda

Due Date:

February 18, 2022

1.0 INTRODUCTION

Magnolia Education & Research Foundation doing-business as Magnolia Public Schools ("**MPS**"), a charter school management organization, operates Magnolia Science Academy 1 ("**MSA-1**") located at 18220 Sherman Way and 18238 Sherman Way in the Reseda neighborhood of Los Angeles. The former address houses MSA-1's high school and the latter address houses MSA-1's middle school. The purpose of this Request for Proposal ("**RFP**") is to solicit bids for architectural service to create a master plan (the "**Project**") to improve the surface parking lots of both the middle school, high school, and an adjacent parcel which MPS is under contract to purchase. The adjacent parcel's address is 18242 Sherman Way. The area to be master planned is shown on Exhibit A (collectively, the "**Project Space**"). The Project should include a gymnasium, parking, student drop-off and pick-up space and open space.

Should there be a similar need for any other MPS school, the approved vendor may be used.

Site Tour

A site tour will be facilitated if requested.

Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Friday, February 18, 2022**, to the following individual:

Mustafa Sahin
Project Manager
Magnolia Public Schools
250 East 1st Street
Suite 1500
Los Angeles, CA 90012
msahin@magnoliapublicschools.org

Questions regarding this RFP may be directed to the individual identified above via email.

Proposal Format:

One (1) electronic PDF copy (by email) of your proposal must be delivered to the person indicated by the deadline stated above. Please endeavor to keep any emailed material to a single manageable file size (at or about 10 MBs) so that it may be easily distributed to the Selection Committee.

Respondents are encouraged to only include information pertinent to the Project and the Selection Committee's ability to select the vendor best suited to successfully complete this job.

Interviews:

Interviews will be held at the discretion of MPS and MSA-1. Interviews, if any, are expected to be held the on Wednesday, February 23, 2022. Location and time are to be determined.

Selection Committee:

The Selection Committee will be composed of representatives from MPS and MSA-1, including MPS's Director of Facilities, Facilities Project Manager and such other stakeholders as MPS and MSA-1 shall deem necessary.

1.1 Timeline

RFP Distributed:	February 11, 2022
Proposals Due:	February 18, 2022
Interviews, if any (exact time TBD):	February 23, 2022
Selection Announced:	February 24, 2022
Contract Execution:	ASAP following Selection
Preliminary Drawings Due:	March 18, 2022

2.0 PROJECT DESCRIPTION

The Project is to provide conceptual drawings with alternative options to utilize the Project Space as effectively as possible consistent with paragraph 1 under Section 1.0. Drawings should comply with all applicable code requirements. For purposes of the Project, please assume that the surface parking lot associated with 18242 Sherman Way is zoned "C2".

3.0 PROPOSAL FORMAT

Respondent shall format its response as set forth below to facilitate timely review and selection. Please be specific to the RFP, and do not include materials not explicitly requested, such as generic marketing materials.

Your response should include the following:

- Letter of interest
- Name of your company and the individual responsible for the account
- Restate all the requirements of Section 4.0 and provide responses to each

See Section 1.0 for additional proposal format clarifications.

4.0 PROPOSAL REQUIREMENTS

4.1 Vendor Qualifications and Experience

4.1.1 Vendor Description.

Provide a brief description of your company and why it is qualified to undertake the Project. You may include examples of similar projects you have master planned

Provide the following:

Three (3) references, preferably educational institutions, including

(a) name and scope of the project

(b) client name and contact information

(c) contract amount

4.1.2 Qualifications and Experience of Key Personnel.

Identify the person(s) that will be principally responsible for working with the MPS and leading this engagement and their qualifications and experience.

4.1.3 Insurance.

Provide a description of vendor's insurance coverage.

4.2 Cost

Respondent's proposal should include an overall not to exceed cost and should be broken down in detail. The proposal should also provide a break-down of any and all other costs and fees including, but not limited to, labor, delivery fees, installation fees, applicable taxes, etc.

4.3 Contract

The successful respondent will be required to sign an agreement with Owner substantially in the form of AIA Document B101-2017. Please provide an affirmative statement of respondent's concurrence or else any changes that respondent desires to make to the form agreement.

5.0 CONTACT

Questions to Owner will be accepted via email by the Facilities Project Manager identified above. Answers to questions will be provided to all participants as available.

6.0 RFP/Q EXHIBITS

Exhibit A: Project Site Location and Project Space

7.0 BID ACCEPTANCE/REJECTION

The Owner reserves the right to reject any or all proposals or cancel the solicitation process at its sole discretion.

8.0 PROPOSAL VALIDITY

RFP responses shall be valid until execution of a contract, which is expected to occur on or about February 25, 2021. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

Exhibit A

Project Site
18220, 18238, 18242 Sherman Way

Surface Parking Lots

