



Request for Proposals
to Provide Architectural & Engineering Services
for Magnolia Science Academy 5 Middle and High School

Date of Issuance:

September 26, 2022

Due Date:

October 28, 2022

1.0 INTRODUCTION

Magnolia Education & Research Foundation, doing-business as Magnolia Public Schools ("**MPS**" or "**Owner**"), is a charter school management organization that was founded twenty (20) years ago. MPS operates a high-performing network of ten (10) public charter schools in Los Angeles, San Diego, and Orange counties that provide a college preparatory educational program emphasizing science, technology, engineering, arts, and math (STEAM). Twenty years after opening its flagship campus in Reseda, Magnolia's mission continues to focus on preparing students to succeed in college through a rigorous academic program while reinforcing core values through character development classes that cultivate respect for self and others. Magnolia's vision is to build a more peaceful and inclusive global society by transforming traditional ideas with creative thinking, effective communication, and the rigor of science.

MPS is soliciting proposals from qualified firms for architectural and engineering services related to but not limited to the planning, designing, bidding, and construction oversight phases of a new middle and high school project (the "**Project**") at 7111 Winnetka Ave, Winnetka CA 91306 (the "**Property**") for its Magnolia Science Academy—5 ("**MSA-5**"). MSA-5 is temporarily co-located at 18238 Sherman Way on the campus of MSA-1, another school operated by MPS, in the Reseda neighborhood of Los Angeles. MPS is in escrow to purchase the Property and expects to close escrow on or about October 20, 2022. The Property consists of approximately 75,500 square feet of land with a one story building of approximately 46,000 square feet. The existing building will be demolished as part of the Project.

Site Tour

A site tour will be facilitated on a case by case and as requested basis.

Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Friday, October 28, 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. Five (5) hardcopies must be delivered by no later than two (2) business days following the above deadline. 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-5. Interviews, if any, are expected to be held the week of October 31, 2022. Location and time are to be determined.

Selection Committee

The Selection Committee will be composed of representatives from MPS and MSA-5, including MPS’s Director of Facilities, Facilities Project Manager and such other stakeholders, agents, and representatives as MPS and MSA-5 shall deem necessary.

1.1 Proposed Timeline

RFP Distributed:	September 26, 2022
Proposals Due:	October 28, 2022
Interviews, if any (exact time TBD):	Week of October 31, 2022
Selection Announced:	November 4, 2022 or sooner
Contract Execution:	ASAP following Selection

2.0 PROJECT DESCRIPTION

2.1 General Description

The proposed project (the “Project”) is the design and construction of a new middle and high school building for approximately 500 middle school and high school students with 20 classrooms, a gymnasium, open green space, outdoor physical education area, outdoor lunch area, administration offices, drop off and pick up area, sufficient parking to meet LA City code requirements, and any other state requirements.

MPS expects that the Project will receive funding from the Office of Public School Construction (“OPSC”) through the Charter School Facility Program (“CSFP”). As such, the project will be submitted to the Division of State Architect (“DSA”) and not the Los Angeles Department of Building and Safety (“LADBS”), except for matters that require LADBS review. Therefore, the design must be both DSA and OPSC compliant. In addition, the Project will be prevailing wage.

MPS and MSA-5 desire to complete the Project in time for a school year 2024-25 opening.

The Project is by right so no additional material land use entitlements are expected to be required.

2.2 Scope of Services. The scope of services for the Project shall include the following.

2.2.1 Project Schedule and Budget

Design services for the Project are scheduled to begin in October 2022, with an anticipated DSA submittal in early 2023. The construction budget is to be determined and will be based on the final CSFP award and MSA—5’s affordability but preliminarily is estimated at \$25 to \$30 million.

2.2.2 Scope of Services

The selected architect will serve as the architect-of-record and will manage and coordinate all design and construction document preparation tasks and construction

administration responsibilities for this Project. The scope of services shall include but not be limited to the following:

2.2.2.1 Site Planning.

- a. Provide a site planning and feasibility study for the development of the facilities
- b. Analysis of existing and required infrastructure systems capacity
- c. Analysis and design of spaces to meet State and local requirements
- d. Analysis of and recommendation of the use of pre-fabricated or modular systems vs. traditional construction
- e. Preparation of a space program for the Project
- f. Preparation of cost estimate and development timeline

2.2.2.2 Design Development. Scope of services to include:

- a. Building plans and elevations showing:
 - Room layout and configuration
 - Exterior appearance, including materials, finishes & colors
- b. Update cost estimate and development timeline

2.2.2.3 Preparation of Construction Documents. Scope of services to include:

- a. Construction documents, drawings, calculations and specifications of sufficient detail to secure agency approval, bid and construct the project
- b. Construction documents will include architectural design and coordination of engineering design for all buildings that are constructed
- c. Updated cost estimate based on completed construction documents
- d. Update cost estimate and development timeline

2.2.2.4 State and Local Approvals

- a. Submittal of plans to DSA, response to DSA comments and DSA approval
- b. Assistance with preliminary and final plan submittals to the California Department of Education (CDE).
- c. Submittal of off-site improvement plans, as applicable, to City of Los Angeles, and City approval.

2.2.2.5 Coordination and Bidding. Scope of services to include:

- a. Development of bidding documents and assistance with coordination of bidding process.
- b. Assistance with bid analysis and contract award.

2.2.2.6 Construction Administration. Scope of services to include:

- a. Conduct weekly coordination meetings and prepare minutes for review by stakeholders.
- b. Coordinate with DSA and other state and local agencies, respond to contractor RFIs, review submittals, and other duties to be outlined in the contract.

- c. In coordination with the construction manager, prepare and process change orders, which must be approved by client.

2.2.2.7 Project Close-Out. Scope of services to include:

- a. Conduct final walk-through and prepare punch lists and review final work.
- b. File final verified reports and other close out documentation as required.
- c. Delivery of final CAD drawings and as-builts.

2.2.2.8 General Scope of Services:

- a. All necessary field condition verification visit(s) and surveys.
- b. Coordination with DSA and other state and local agencies as needed to bring Project to fruition.
- c. The design should include as many sustainable and green design features as is practical.
- d. Technical drawings and specifications as necessary to provide construction documents of sufficient detail and comprehensiveness, and suitable for bidding by general contractors.
- e. Proposals should be comprehensive and include mechanical, electrical, plumbing, structural, civil engineering, landscape and utilities services, as well as furniture layout signage, interior and exterior.

Following award of the contract for the Project, all change orders will be carefully scrutinized to determine whether the scope should have been reasonably anticipated at the start of the Project. Scope that should have been reasonably anticipated at the start of the Project will be rejected.

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. See Section 1.0 for additional proposal format clarifications.

Your response should include the following:

3.1 Letter of Interest:

Provide a clear and concise letter expressing the prospective Architect's interest in the project, appropriate qualifications and experience with similar K-12 projects. The letter of interest, coversheet, or both should provide contact information for the firm, including a contact email address.

Provide a description of your company and why it is qualified to undertake the Project.

3.2 Relevant Experience:

Describe firm experience with completing DSA and/or charter school projects, especially projects funded with CSFP funding, including the following as applicable:

- A description of projects under construction or completed by your firm within the last five years. Include name of project, construction cost (both initial estimated and final), including separate numbers for estimated and final construction costs and initial design fees and final design fees, completion or projected completion date, and contact information of client.

Examples should include pertinent information on budget, timeline and hurdles encountered and how they were overcome.

- Examples of designing to budget. In the interest of transparency, please provide instances of when you were not able to design to budget and why.
- Examples of inclusion of outdoor sustainable learning spaces and green/sustainable, including instances of deliberate features to provide shade and reduce the heat island effect.
- Examples of best practices when it comes to student and staff safety.
- Examples of design that reflect a school's mission and vision.

3.3 Applicant Description and Qualifications:

Identify key staff that will work on the project, and describe their roles. Include resumes of main team members proposed for the Project, with their relevant qualifications and background. Identify both the architect and subconsultants as part of the team proposed (team members as well as firms). Concise presentation of this material is strongly encouraged.

Address your firm's QA/QC process in order to minimize back and forth with DSA.

It is expected that the Project will require the architect to provide the services of external subconsultants, or professional expertise from its own staff, in at least the following disciplines:

- Structural Engineer
- Mechanical, Electrical and Plumbing Engineering
- Civil Engineer
- Landscape Architect

Other subconsultants may be necessary to complete the Project. Identify each proposed subconsultant by company name and discipline. Indicate address, telephone number and contact person for each subconsultant. Provide a resume for each proposed sub-consulting firm.

Please identify any additional sub-consultants if you believe they would be important to making the Project a success.

3.4 Proposed Fee and Schedule:

Provide a Not to Exceed Fee for the Project, inclusive of all sub-consultants with a breakout estimate of reimbursable costs.

Provide a schedule for the delivery of Project services that includes the desired completion date.

3.5 References:

Provide the following:

Three (3) school references, preferably charter school projects, including

- name and scope of the project, including timeline
- client name and contact information
- contract amount, including original fee and final fee

Two (2) general contractor or construction manager references

- name and scope of the project, including timeline
- client name and contact information

3.6 Insurance:

Provide a description of your insurance coverage.

3.7 Contract:

The successful applicant 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.

4.0 CONTACT

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

5.0 RFP EXHIBITS

Exhibit A: Project Site Location

Exhibit B: ALTA Survey

Exhibit C: MPS's Mission and Vision

6.0 BID ACCEPTANCE/REJECTION

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

7.0 PROPOSAL VALIDITY

RFP responses shall be valid until execution of a contract, which is expected to occur immediately following the selection announcement. No changes to information received within the respondent's proposal shall be changed or altered without approval by Owner.

Exhibit A

Project Site

7111 Winnetka Ave Winnetka CA 91306

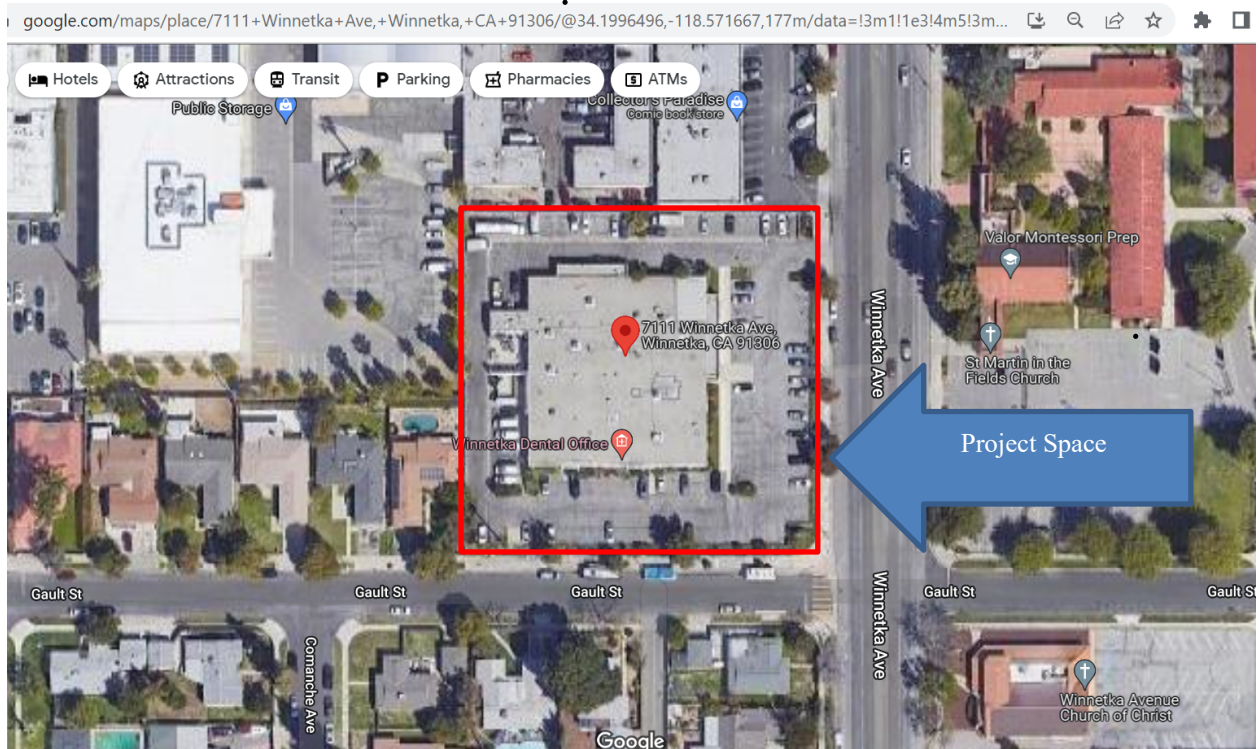




Exhibit B

ALTA Survey

[7111 Winnetka Ave ALTA Survey \(Dropbox Link\)](#)



Exhibit C

MPS's Mission & Vision

MISSION

Magnolia Public Schools provides a safe and nurturing community using a whole-child approach to provide a high-quality, college preparatory STEAM educational experience in an environment that cultivates respect for self and others.

VISION

Graduates of Magnolia Public Schools commit to building a more peaceful and inclusive global society by transforming traditional ideas with creative thinking, effective communication, and the rigor of science.