



# MAGNOLIA PUBLIC SCHOOLS

Request for Proposals  
to Provide Limited Architectural Services  
to Support the Submission of a Conditional Use Permit for Magnolia  
Science Academy 2

**Date of Issuance:**

Feb 15, 2023

**Due Date:**

Feb 24, 2023

## 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 to provide design services limited to any plans needed for the submission of a conditional use permit application (the "Project") to allow for the construction and operation of a 564 public charter middle-high school at 16600 Vanowen Street and 16631 Archwood Street, Van Nuys CA, 91406 (the "Property") for the Magnolia Science Academy-2 ("MSA-2"). The Property consists of approximately 110,000 square feet of land. The successful respondent will work closely with Owner's team, including its land use consultant, to draft comprehensive plans for submission as part of a conditional use permit application. The successful respondent will likely be asked to attend several public meetings. Please anticipate three (3) in your response.

### 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, February 24, 2023**, to the following individual:

Mustafa Sahin  
Project Manager  
Magnolia Public Schools  
250 East 1<sup>st</sup> Street  
Suite 1500  
Los Angeles, CA 90012  
[msahin@magnoliapublicschools.org](mailto: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 Tuesday, February 28, 2023. Location and time are to be determined.

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Selection Committee:

The Selection Committee will be composed of representatives from MPS and MSA-2, including MPS's Director of Facilities, Facilities Project Manager and such other stakeholders as MPS and MSA-2 shall deem necessary.

**1.1 Timeline**

RFP Distributed:	February 15, 2023
Proposals Due:	February 24, 2023
Interviews, if any (exact time TBD):	February 28, 2023
Selection Announced:	March, 3, 2023
Contract Execution:	ASAP following Selection

**2.0 PROJECT DESCRIPTION**

The Project is to prepare such drawings and plans as may be needed for the application to obtain a conditional use permit to allow for the construction of a new middle and high school building for up to 564 kids with 20 classrooms, a gym, play area, physical education area, lunch area, administration offices, drop off and pick up area. MPS's land use consultant will lead the effort.

The Property at 16600 Vanowen Street and 16631 Archwood Street, Van Nuys CA, 91406 consists of three separate legal parcels with APNs 2231-007-008, 2231-007-016 and 2231-007-017. See Exhibit A. Owner expects to develop the easterly two parcels—APNs 2231-007-008 and 2231-007-016. The remaining parcel will be entitled for multifamily housing. The multifamily housing entitlement process is not part of this RFP.

This RFP is not for design and engineering services related to the ultimate design for construction. A separate RFP will be issued those services.

**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:**

- Statement 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.**

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

Provide two (2) references for a substantially similar scope of work including (a) brief description of the project and ( b) client name and contact information

#### **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. Respondent should include the cost of attending up to three (3) public hearings. The proposal should also provide a break-down of any and all other costs and fees including allowances for creating presentation ready materials for public hearings and or presentations to community and other stakeholders.

### **4.3 Contract**

The successful respondent will be required to sign an agreement with Owner substantially in the form of AIA Document B104-2017 (Abbreviated Owner/Architect Agreement). 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

### **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 March 3, 2023. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

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Exhibit A

Project Site

16600 Vanowen Street Van Nuys, CA 91406

