



MAGNOLIA PUBLIC SCHOOLS

Request for Qualifications / Proposals
for Roof Replacement & Restoration at 18238 Sherman Way, Reseda
CA 91335

Due Date:

May 22, 2023 by 5:00 PM

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 18238 Sherman Way Reseda CA 91335. The purpose of this RFP is to procure the services of a reputable commercial roofing contractor to provide MSA-1 with the services of installing a new roof at 18238 Sherman Way, Reseda CA 91335 (the “Project”).

Please see the 2.0 Project Description for details.

Site Tour

A site tour will be facilitated.

Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Monday, May 22, 2023**, to the following individual:

Mustafa Sahin
Facility Project Manager
Magnolia Public Schools
250 East 1st Street
Suite 1500
Los Angeles, CA 90012
msahin@magnoliapublicschools.org
760-587-6031

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 according to the schedule outlined below.

Selection Committee:

The Selection Committee will be composed of representatives from MPS and MSA-1

1.1 Timeline

RFP Distributed:	May 3, 2023
Proposals Due:	May 22, 2023
Interviews, if any (exact date and time TBD):	Week of May 22, 2023
Selection Announced:	Week of May 29, 2023

Contract Execution:

ASAP following announcement of selection

2.0 PROJECT DESCRIPTION

The general scope of work is to provide all labor, material, tools, equipment, and supervision necessary to complete the installation of selected types of roofing.

-The roofing contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.

-The roofing contractor shall confirm all given information and advise the building owner, prior to bid, of any conflicts that will affect their cost proposal.

-Perform a moisture scan of the specified roof area at least 3 weeks prior to starting the project. Provide the owner with a detailed report for review with the extent of moisture contamination and additional quote to replace the contaminated materials. Mark areas of moisture contamination on roof surface.

-Clean and prime repair areas.

-Repair roof drains as required.

-Prior to starting work, the roofing contractor must submit the following: Shop drawings showing layout, details of construction and identification of materials, sample of the materials,

-Submit a letter of certification from the manufacturer which certifies the roofing contractor is authorized to install the manufacturer's roofing system and lists foremen who have received training from the manufacturer along with the dates training was received.

-Care should be exercised to provide protection for the interior of the building

-The roofing contractor shall use reasonable care and responsibility to protect the building and site against damages. The contractor shall be responsible for the correction of any damage incurred as a result of the performance of the contract.

-The roofing contractor shall remove all debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.

-Provide manufacturer's 20-30 year Limited Warranty covering both labor and material.

-The roofing contractor shall be responsible for all permits for the Project provided however, that fees for all such permits may be submitted to MSA-1 for reimbursement.

The building and premises are available for examination. Please coordinate site access with Mustafa Sahin, msahin@magnoliapublicschools.org or (760) 587-6031.

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 description of your company and why it is qualified to undertake the Project. In particular, describe your experience with both prevailing wage projects and non-prevailing wage projects.

Provide the following:

A minimum of three (3) references, 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 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. The

4.3 Schedule

Please provide a schedule for the completion of the project.

4.4 Contract

The successful respondent will be required to sign an agreement with Owner in the form of (AIA Document A101-2017). Please provide an affirmative statement of respondent's concurrence or else any changes that respondent desires to make to the form.

5.0 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.

6.0 RFP/Q EXHIBITS

Exhibit A- Site

7.0 BID ACCEPTANCE/REJECTION & MODIFICATION

The Owner reserves the right to modify this RFP/Q, reject any or all proposals, cancel the solicitation process at its sole discretion. Owner will endeavor to inform all parties who have expressed interest in submitting a response to this RFP/Q of any such changes.

8.0 PROPOSAL VALIDITY

RFP responses shall be valid until execution of a contract, which is expected to occur on or about the week of May 29, 2023. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

Exhibit A

Site

