



Magnolia Educational & Research Foundation

MSA 1--Modular Classrooms RFP

Request for Proposals

****RESPONSES DUE by 1:00 p.m., Wednesday, June 28, 2017****

Section 1: Public Notification

1.1 Introduction

Magnolia Educational & Research Foundation (“Magnolia” or “Magnolia Public Schools”) is a 501(c) (3) non-profit public charter school management organization dedicated to establishing and managing high-quality public charter schools in California. Magnolia’s vision is to graduate students who are scientific thinkers that contribute to the global community as socially responsible and educated members of society. Magnolia operates ten (10) public charter schools in Los Angeles, Orange and San Diego Counties.

1.2 Scope of Work

Magnolia Public Schools is requesting bids from qualified companies that have experience in procuring and installing DSA approved modular classroom buildings and restrooms. Specifically Magnolia is looking to lease the following buildings from August 2017 through June 2018:

- 3 Classrooms of 24x40 DSA
- 1 Classroom of 48x40 DSA
- Delivery and Installation of Classrooms
- Lease of Classrooms
- Removal of Classrooms at expiration of agreement

The project site is located at 18150-18160 Sherman Way, Reseda, CA 91335. The site is rectangular in nature. The site will be the temporary home for students at Magnolia Science Academy 1, an award winning middle and high school serving up to 950 students in grades 6-12. All of the necessary site work will be delivered by a General Contractor, including grading, paving and electrical connections. The site plan will be developed by an architect and approved by the City of Los Angeles Department of Building and Safety. Vendor will need to provide plans for the buildings so that Architect can incorporate this information into the plans submitted to the city for approval.

The selected Vendor will coordinate and work with Magnolia staff, the selected Architects, the General Contractor, the City of Los Angeles and other parties as needed. The site needs to be completed in time for occupancy on or about August 21, 2017.

The site is flat, has good access with a large staging area immediately adjacent to it.

Additional details are found in Section 3, RFP Response Requirements.

1.3 Requirements

The successful Vendor shall:

- have successful experience working with K-12 schools.
- provide a minimum of three (3) references.
- provide appropriate proof of insurance as directed by Magnolia Public Schools.

Additional details can be found in Section 3.

Section 2: Notice to Vendors

2.1 Submission Method

All bids responses shall be delivered by US Postal Service, common courier (FedEx, UPS), via hand delivery or by email. If a hard copy is submitted, additionally submit a soft copy of the complete RFP response via email in .pdf format to fgonzalez@magnoliapublicschools.org by the due date as listed in section 2.5.

2.2. Responsiveness

Magnolia reserves the right to reject a proposal if the proposal is conditional or incomplete, deemed non-responsive, or if it contains any alterations of form or other irregularities of any kind. Magnolia may reject any or all proposals or waive any immaterial deviation in a proposal. Magnolia's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Vendor from full compliance with all other requirements if awarded the contract.

A proposal is considered responsive if it follows the required format and meets all deadlines and other requirements outlined in this RFP.

2.3 Negotiations

Magnolia reserves the right to further negotiate with selected Vendors regarding pricing and fee structures. All information included in a Proposal may be incorporated, at Magnolia's sole option, into the contract. Magnolia reserves the right to negotiate final terms and conditions of the contract, which may differ from those contained in the Proposal, provided Magnolia considers such negotiation to be in its best interest and the changes in the terms and conditions must not create a material change to the original terms released in the RFP.

2.4 Form of Contract

Each successful Bidder shall be required to enter into a contract in the form prescribed or agreed to by Magnolia. The contract shall be valid from its execution through the completion of the scope of work.

2.5 Timeline

All responses are due **by 1:00 p.m., Wednesday, June 28, 2017**. Submittals received after the due date and time will not be considered.

Section 3: RFP Response Requirements

3.1 Scope of Work-Deliverables

All responses to the RFP shall contain the services to be provided by Vendor including procurement, selection, improvement, delivery and installation of the DSA PC modular classrooms and restrooms.

3.2 Response Requirements

The proposal shall contain:

- An itemized breakdown of the fees
- A project schedule, specifying procurement, delivery and installation schedule—start and end dates and duration.
- Vendor Qualifications and Experience: Provide a minimum of three (3) references, including,
 - (a) name and scope of the project
 - (b) client name and contact information
 - (c) contract amount
- Qualifications and Experience of Key Personnel: Identify the person(s) that will be principally responsible for working with the MPS and leading this engagement.
- Provide Insurance Coverage Details

3.3 Evaluation of Proposals and Recommendation

All RFP responses will be evaluated by a committee of Magnolia home office staff including the following individuals:

- Mr. Suat Acar, Chief Operating Officer
- Ms. Nanie Montijo, Chief Financial Officer
- Mr. Frank Gonzalez, Chief Growth Officer (Consulting)

Overall responsiveness and representations made within the RFP, as well as your firm's ability to connect with the MPS team are important factors in the overall evaluation process. MPS will select a firm that has the highest suitability for the work with MPS.

****Preference will be given to Vendors who have the proven ability to deliver the modular classrooms in a timely fashion and has demonstrated experience working on aggressive schedules by working collaboratively in a team environment.**

3.4 Award

Magnolia reserves the right to reject any and all proposals; to waive any informality in the proposal process; and to accept the proposal that appears to be in its best interests. Staff will make a recommendation to the Board of Directors to award a contract to the selected Vendor. The Board will vote to award the contract at its ad hoc committee meeting on or about June 29, 2017.

4. Questions and Submission

Please feel free to direct questions to Frank Gonzalez, preferably by email, as shown below.

All proposals are due **no later than by 1:00 p.m., Wednesday, June 28, 2017**. Please deliver proposals via hard copy, hand delivery or by email as indicated below:

Frank Gonzalez

c/o Magnolia Education & Research Foundation

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Los Angeles, CA 90012

fgonzalez@magnoliapublicschools.org

323.422.9129 cell