



MAGNOLIA PUBLIC SCHOOLS

Request for Proposal (RFP): Landscaping and Maintenance Services
for Magnolia Science Academy San Diego (MSA San Diego)

Due Date:

Nov 8, 2024

- 1.0 Magnolia Education & Research Foundation doing-business as Magnolia Public Schools (“**MPS**”) invites qualified vendors to provide comprehensive landscaping and maintenance services for our MSA San Diego facility at 6525 Estrella Ave. San Diego, CA 92120.

INTRODUCTION

The project includes routine care and special improvements for various zones, Exhibit A- Campus Map, with priority given to the front of the school. Our goal is to maintain high standards of appearance and functionality throughout the campus. Should there be a similar need for any other Magnolia Public Schools (MPS), the approved vendor, the need, and the price will be used.

The vendor will be responsible for maintaining the following zones as outlined in the attached map (Exhibit-A) see the map for detailed zoning:

- ☐ **Zone 1:** Front entry landscaping; high visibility area.
- ☐ **Zone 2:** Side of the school.
- ☐ **Zone 3:** Courtyard area between buildings.
- ☐ **Zone 4:** Upper perimeter.
- ☐ **Zone 5:** Behind the campus.
- ☐ **Zone 6:** Southeast corner landscaping.
- ☐ **Zone 7:** Field area and rear of the school.

Site Tour

Site tour is required. For questions or to schedule a site visit, contact Mustafa Sahin, msahin@magnoliapublicschools.org, 760-587-6031.

Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Nov 8, 2024**, 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. Interviews, if any, are expected to be held on the week of Nov 11, 2024.

If interviews are held, respondents will meet with the Selection Committee for approximately ½ hour to 1 hour. The interview will be an open, unscripted format. Respondents will have 20 minutes to present any information they feel is pertinent followed by questions and answers and general discussion.

Selection Committee:

The Selection Committee will be composed of representatives from MPS and MSA San Diego.

1.1 Timeline

RFP Distributed:	Tuesday, Oct 22, 2024
Proposals Due:	Friday, Nov 8, 2024
Interviews, if any (exact date and time TBD):	11-15 Nov, 2024
Selection Announced:	Wed, Nov 20, 2024 or earlier
Contract Execution:	ASAP

2.0 PROJECT DESCRIPTION

Services Required:

- ☐ Pruning of trees, shrubs, and hedges.
- ☐ Seasonal planting and mulching.
- ☐ Weed and pest control.
- ☐ Irrigation system maintenance and repair.
- ☐ Tenant improvements (as requested), including any new plantings or enhancements.
- ☐ Vendors should provide tiered service proposals (basic, moderate, comprehensive) and suggest a rotational maintenance plan based on assessment and prioritization of zones.

Assessment and Recommendations:

Vendors are required to conduct a site visit to assess the landscape condition for each zone.

Proposals should include:

- ☐ Recommendations for enhancements or improvements to current landscaping.
- ☐ A maintenance schedule for each zone.
- ☐ Tiered pricing options based on level of service.
- ☐ A plan for tenant improvements as needed.

Budget & Pricing:

- ☐ Detailed cost breakdown per zone and tiered service level.
- ☐ Separate pricing for one-time tenant improvements or special projects.
- ☐ Proposed payment schedule tied to service completion or milestones.

Selection Criteria:

- ☐ Cost-effectiveness and alignment with our budget.
- ☐ Understanding of project scope and innovative solutions.
- ☐ Vendor's experience with similar projects.
- ☐ Sustainable or environmentally friendly practices.
- ☐ Quality of recommendations and proposals.

Other routine maintenance tasks as needed.

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.

Provide the following:

A minimum of three (3) references, including

- (a) name and scope of the project
- (b) client name and contact information
- (c) pricing structure

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.

4.2 Cost

Provide a break down on your cost structure.

4.3 Product Information

Respondent will confirm its ability to perform the services described above in Section 2.0.

4.4 Contract

MPS proposes a “Standard Form of Master Agreement Between Owner and Contractor (AIA® Document A121™ – 2018) for this engagement. Work orders will be issued under this agreement for each scope of work.

5.0 CONTACT

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

6.0 BID ACCEPTANCE/REJECTION

The Owner reserves the right to reject any or all proposals 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 before or about Jan 1, 2025. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

EXHIBITS

Exhibit A Campus Map with zones

