



Request for Proposals
to Provide Architectural & Engineering Services
for Magnolia Science Academy 7 Elementary School

Date of Issuance:

February 11, 2025

Due Date:

March 10, 2025

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 three (23) 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-three 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 for the planning, designing, bidding, and construction oversight phases of a new elementary school project (the "**Project**") at 18120 Sherman Way, Reseda CA 91335 (the "**Property**") for its Magnolia Science Academy—7 ("**MSA-7**") school. The Property consists of approximately 49,200 square feet of land. Presently MSA-7 leases space at 18355 Roscoe Blvd, Northridge, CA 91325. MSA-7's lease at that location expires following the 2026-27 school year.

Pacific Charter School Development, Inc. ("**PCSD**") is managing the design and construction of the Project as MPS's owner's representative and project manager.

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), Monday, March 10, 2025**, to the following individual:

Joe Wilson
Pacific Charter School Development
600 Wilshire Blvd, Suite 200
Los Angeles, CA 90017

joe@pacificcharter.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-7. Interviews, if any, are expected to be held the week of March 10, 2025. Location and time are to be determined.

Selection Committee

The Selection Committee will be composed of representatives from MPS and MSA-7, including MPS's Director of Facilities, Facilities Project Manager, PCSD, and such other stakeholders, agents, and representatives as PCSD, MPS and MSA-7 shall deem necessary.

1.1 Proposed Timeline

RFP Distributed:	February 11, 2025
Proposals Due:	March 10, 2025
Interviews, if any (exact time TBD):	Week of March 10, 2025
Selection Announced:	March 17, 2025 or sooner
Contract Execution:	ASAP following Selection

2.0 PROJECT DESCRIPTION

2.1 General Description

The proposed project (the “**Project**”) is the design and renovation of an former bank building into an elementary school for approximately 470 elementary school students with 18 classrooms, 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 municipal requirements. The existing building, consisting of 18,132 square feet, has a second floor mezzanine which the Owner would like to convert into a full second floor to accommodate the needed educational space.

The Project will be submitted to the Los Angeles Department of Building and Safety (“**LADBS**”) for approval. The Project will be privately financed so it will not be prevailing wage.

MPS and MSA-7 desire to complete the Project in time for the 2026-27 school year, that is, June/July 2026.

Given the current C-2 zoning designation, MPS believes that no discretionary land use entitlements are required to build and operate a elementary school on the Property.

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 April 2025, with an anticipated LADBS submittal in June 2025. The preliminary construction budget is estimated at \$6 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 consistent with the development of the facilities

- b. Analysis of existing and required infrastructure systems capacity
- c. Analysis and design of spaces
- d. Preparation of a space program for the Project
- e. 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 Local Approvals

- a. Submittal of plans to LADBS, response to LADBS comments and LADBS approval
- b. Coordination of utilities installation

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 LADBS 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 LADBS 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 including over and above code requirements.
- 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 brief description of your company and why it is qualified to undertake the Project.

3.2 Relevant Experience:

Describe firm experience with completing LADBS and charter school projects:

- 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. Experience with alternative construction methods, including modular, pre-fabricated, and insulated concrete forms, should be noted and described. 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 LADBS.

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 of fees per stage of design and 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

18120 Sherman Way, Reseda CA 91335

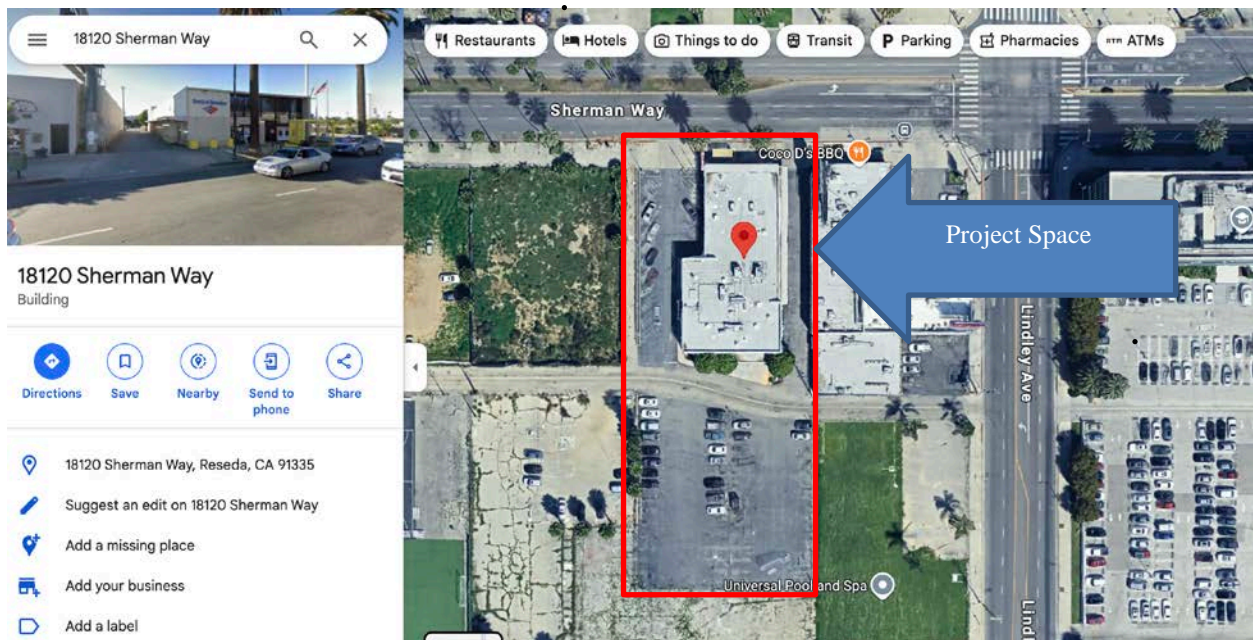




Exhibit B

ALTA Survey

18120 Sherman Way [ALTA Survey](#) (Shared Doc 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

