



Request for Proposals  
For Grading Project at 18140-18160 Sherman Way, Reseda CA 91335

Date of Issuance:

**April 28, 2025**

Due Date:

**May 23, 2025 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") and is managing the leased property at 18140-18160 Sherman Way, Reseda, CA 91335. The purpose of this RFP is to procure the services of a reputable Grading and Paving Contractor to provide grading, surface stabilization, and parking lot striping services at 18140-18160 Sherman Way, Reseda, CA 91335.

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), Friday, May 23, 2025**, to the following individual:

Mustafa Sahin  
Facility 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)  
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 Projects 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: April 28, 2025

Proposals Due: May 23, 2025

Interviews, if any (exact date and time TBD):	Week of May 26, 2025
Selection Announced:	Week of June 9, 2025
Contract Execution:	ASAP

## **2.0 PROJECT DESCRIPTION**

### **General Scope of Work:**

The grading contractor shall provide all labor, materials, tools, equipment, and supervision necessary to complete the cleaning, grading, surface stabilization, and striping of around 25,000 square foot site at 18140-18160 Sherman Way, Reseda, CA 91335, to convert it into a functional parking lot for cars in accordance with the contract documents and industry standards. The contractor shall ensure the project is completed on time, within budget, and to the highest quality standards.

Key Responsibilities and Requirements:

### **Pre-Construction Responsibilities:**

- The contractor shall thoroughly review all contract documents, specifications, and site conditions, to fully understand the project requirements.
- The contractor shall visit the site to assess existing conditions, identify potential challenges, and confirm all provided information. Any discrepancies, conflicts, or conditions that may impact the cost or scope of work must be reported to the owner prior to submitting a bid.
- Perform a site assessment to evaluate the condition of the existing decomposed granite and propose cost-effective solutions to address muddy conditions during rain.

### **Construction and Installation:**

- Clean the site by removing debris, vegetation, and loose materials to prepare for grading.
- Grade the 25,000 sq. ft. area to ensure proper drainage and a stable surface suitable for parking.
- Stabilize the surface to prevent muddy conditions, using methods such as compacting the existing decomposed granite with stabilizers, adding a thin layer of gravel, or other low-cost solutions.
- Stripe the graded and stabilized surface to create parking spaces, complying with local regulations, including ADA-compliant spaces if required.
- Exercise care to protect the surrounding areas from damage during the project. Use protective measures as needed.

### **Quality Assurance and Certification:**

- Provide a detailed description of the construction methods, materials, and installation processes in the proposal. Include product data sheets, technical specifications, and samples (if requested) for review.

### **Site Protection and Cleanup:**

- The contractor shall use reasonable care and responsibility to protect the site and surrounding areas from damage during the project. The contractor shall be responsible for repairing any damage incurred as a result of their work.
- Remove all debris, waste materials, and equipment from the job site in a timely and legally acceptable manner. Ensure the site is left clean, safe, and free of hazards upon project completion.

**Warranty:**

- Provide a contractor's warranty of at least 2 years covering labor and materials. The warranty must be submitted in writing and include all terms, conditions, and limitations.

**Site Access and Coordination:**

The building and premises are available for examination by prospective bidders. To schedule a site visit or for any project-related inquiries, please contact:

Mustafa Sahin

Email: msahin@magnoliapublicschools.org

Phone: (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(s). In particular, describe your experience with similar projects (that is, projects subject to the California Public Contract code).

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.

#### **4.3 Schedule**

MPS and MSA-1 desire to complete this project as soon as possible, please also provide the expected 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 June 23, 2025. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

#### **9.0 AWARD.**

MPS 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.

# Exhibit A

## Site



