



**REQUEST FOR PROPOSALS**

**MAGNOLIA SCIENCE ACADEMY 1  
BUILDING ABATEMENT & DEMOLITION**

**POSTED  
JULY 28, 2017**

**PROPOSAL DUE DATE  
MONDAY, AUGUST 7, 2017 BY 5:00PM**

**SUBMIT PROPOSAL TO:**

**Frank Gonzalez  
c/o Magnolia Public Schools  
250 East 1<sup>st</sup> Street, Suite 1500  
Los Angeles, CA 90012**

## I. INTRODUCTION

The Magnolia Educational & Research Foundation (“Magnolia”, “Magnolia Public Schools” or “Charter”) is requesting Proposals for Abatement and Demolition Services for work associated with the Magnolia Science Academy 1 project at 18216-18220 Sherman Way in Reseda, CA.

The purpose of this Request for Proposals ("RFP") is to obtain proposals from qualified bidders that will enable Magnolia to select a Qualified Firm that can assist the Charter in the abatement and demolition of the existing structure, in preparation for construction of a new building.

Proposals shall be in accordance with the requirements as set forth herein and must be sent to the attention of **Frank Gonzalez, and delivered to the Magnolia offices no later than 5:00 p.m. on August 7, 2017**. Late proposals will not be considered. Each proposal shall be treated as confidential until this deadline, after which time each proposal shall become a matter of public record.

In order to allow Magnolia Public Schools to make an informed decision regarding the selection of a firm among responsible and responsive candidates, the proposal must contain all of the required elements and include evidence that the firm meets or exceeds the requirements stated herein.

## II. SCOPE OF WORK

The general scope of work is the abatement and demolition of the existing two story structure on the site as indicated on the attached drawing and detailed within the scope of work. The site address is 18216-18220 Sherman Way, Reseda, CA.

Specifically, the selected firm shall be responsible for:

- A. All permits as required by State, County and Local Authorities.
- B. All soil erosion and sedimentation control measures as required including maintenance of such.
- C. All utility shutdowns and disconnections, including scheduling and coordination with utility companies, including demolition and capping of utilities at right of way for future use. This includes but is not restricted to electric, natural gas, water, storm, sanitary, phone, cable and fiber optic. All utility company fees for disconnections will be paid by the Owner.
- D. Lead and Asbestos Abatement per the LBP & ABM report.
- E. All Investigations and Assessments needed to develop a suitable abatement and demolition plan.
- F. All necessary shoring and structural support to prevent damage to existing structures.
- G. Complete demolition of the structure on the property, including but not restricted to all below grade footings, foundations, slabs, piping, wiring and ductwork.
- H. Removal and demolition of all FFE materials remaining in the building including but not restricted to furniture, fixtures, equipment and curriculum materials. These materials will need to be removed by the Demolition Contractor, prior to abatement activities.
- I. Backfill of all excavated and/or demolished areas with compacted fill material.

- J. Coordination with all Owner's Consultants and Contractors.
- K. The selected firm shall provide temporary facilities, services, barriers, pollution controls, prevention of wind-blown debris leaving the site, enclosures, and removal and legal disposal of all demolition and construction debris as required by local, state, and federal codes. This includes securing the site during demolition, and until construction activity begins, with a temporary fence around the demolition areas.
- L. All demolition work must adhere to all municipal demolition regulations. It is the responsibility of the demolition contractor to verify these regulations and to adhere to them at all times.

### III. PROJECT DESCRIPTION AND ADDITIONAL INFORMATION

- A. The scope of the project includes abatement and demolition of the existing building at 18216-18220 Sherman Way, Reseda, CA in preparation for the construction of a new two story building.
- B. The existing one story wood frame building is approximately 20,730 square feet and was constructed in 1957.
- C. The demolition plan will need to be submitted and approved by the City of Los Angeles Department of Building and Safety. Securing a demolition permit, and all other necessary municipal approvals, will be the responsibility of the selected firm.
- D. Magnolia Science Academy 1 operates a middle and high school public charter school immediately adjacent to the subject site. Precautions need to be taken to minimize dust and noise and ensure the safety of students and staff.
- E. Please note that precautions need to be taken as the MSA 1 school building is immediately adjacent to the subject site. The selected firm will be responsible for ensuring that the structural integrity of the MSA 1 school building is not adversely impacted in any manner whatsoever. =
- F. The school is operational and the area of the demolition must be fenced off to ensure proper safety and functioning of the existing school. The site does have a staging area at either the parking lot to the rear of the subject building or in an adjacent lot that Magnolia controls.
- G. A public alleyway is adjacent to the site and must remain open at all times. If the alley way is to be closed periodically, permission shall be sought and granted by the City of Los Angeles before the closure.
- H. All bidders shall be responsible for familiarizing themselves with on-site job conditions. Failure to do so shall in no way incur any delays in work or extra cost to the Owner.
- I. The building and premises are available for examination. Please coordinate site access with Frank Gonzalez, [fgonzalez@magnoliapublicschools.org](mailto:fgonzalez@magnoliapublicschools.org).

### IV. FORMAT FOR PROPOSAL SUBMISSION

- A. All proposals are to be submitted in compliance with the format set forth below and in the order as outlined to facilitate evaluation by Magnolia.
- B. The proposals shall be presented in a bound 8-1/2 inch by 11-inch (vertical) format. Submit **three (3) hard copies and one (1) electronic copy in PDF format via email** of each proposal. All submittals shall be tabbed for easy referral to the numbered answer. All submittals shall become the property of the Charter and will not be returned.
- C. Clarifications or questions regarding submittals must be submitted in writing to Frank Gonzalez, via email to [fgonzalez@magnoliapublicschools.org](mailto:fgonzalez@magnoliapublicschools.org). Please include the name

of your firm and telephone number when making inquiries. All proposals are due **no later than August 7, 2017, 5:00 p.m.**

- D. SPECIAL NOTE: Individuals and firms responding to the RFP are cautioned to not contact school Board Members, Magnolia leadership, staff or existing consultants without the express permission of Frank Gonzalez. Failure to observe these criteria could potentially result in disqualification.

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## V. PROPOSAL REQUIREMENTS

The sequence to be followed is:

- A. Cover Page
- Name of Firm
  - Project Title – Proposal for Abatement and Demolition Services, Magnolia Science Academy 1 Project
  - Date Submitted – August 7, 2017 (use actual date submitted)
- B. General Information
- Name, address, telephone, and e-mail address of firm, name and email for contact persons.
  - License number, type of license, State of license or registration;
    - Legal form of firm (i.e. corporation, partnership, etc.).
    - Please state the year your firm or organization was established;
    - Number and names of principals in the firm;
    - Number of employees;\
- C. References: Provide a list of at least three (3) references, including names, addresses, telephone and e-mail addresses of all contact persons with respect to projects which your firm or its senior personnel has worked on within the last ten years.
- D. Please indicate the firm's experience your firm has with respect to the following:
- Abatement and Demolition in the City of Los Angeles
  - Working around existing facilities
  - Management of tight budgets
  - Interfacing with city officials and inspectors
- E. Insurance Coverage. Each submittal must include a copy of the respondent's Certificate of Insurance. This may be marked confidential and included with the "original" (wet signature) proposal. The firm or organization shall be required to carry the following insurance:
- Comprehensive General Liability and Property Liability Insurance, with a minimum limit two million dollars (\$2,000,000), with the Charter named as Additional Insured and Southern California Schools Risk Management as Additional Insured;
  - Comprehensive Automobile Liability Insurance, including owned, non-owned, and hired vehicles with minimum limit of one million dollars (\$1,000,000);
  - Workers' Compensation and Employer Liability, statutory limit;
  - In addition, the Charter will require a firm or organization to carry Professional Liability Insurance with minimum one million dollars

(\$1,000,000) per claim per annual aggregate. Deductible not to exceed \$25,000 each claim; and

- F. Provide a complete list of demolition and construction related litigation within the past five years involving your firm. Include the names of the participants and a contact person and phone number. Indicate whether your firm or any predecessor firm has filed for protection under the United States bankruptcy code within the last seven (7) years.
- G. Include additional brochures, promotional information as desired and attach to the preceding information, which you feel may assist the Charter in evaluating your proposal.

**Additional Information:**

- Proposals **must** be typewritten, concise, straightforward, and must address each requirement and question.
- The Charter reserves the right to negotiate modifications with any firm as may be required to serve the best interests of the Charter and to negotiate the final contracts with the most qualified candidates.
- All proposals will become the property of the Charter. Information in Proposals will become public property and subject to disclosure laws. The Charter reserves the right to make use of any information or ideas in the proposals. All proposals will be maintained as confidential working papers until officially placed on the School Board meeting agenda.
- The Charter reserves the right to reject any and all proposals and to waive any informality in any proposal received. No obligation, either expressed or implied, exists on the part of the Charter to make an award or to pay any costs incurred in the preparations or submission of a proposal. All costs associated with the preparation or submission of proposals for this RFP is solely the responsibility of the candidates.

**VI. COST PROPOSAL:**

- A. Provide a lump sum cost proposal for abatement and demolition services for the project as detailed in Section II, Scope of Work; in the demolition plan and based on all information contained herein.
- B. Provide the hourly rate for each proposed job classification, and any others that may become necessary due to additional services.

**VII. EVALUATION OF PROPOSALS AND RECCOMENDATION**

- A. Process: All RFP responses will be read and evaluated by a committee of Magnolia home office staff. 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 and the overall desirable approach.
- B. 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 of Magnolia Public Schools will vote to award the contract at its ad hoc committee or regularly scheduled meeting.
- C. 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 5:00 p.m. August 7, 2017**. Please deliver three (3) copies in care of the MERF address and one (1) copy by email as indicated below:

Frank Gonzalez  
c/o Magnolia Education & Research Foundation  
250 E 1<sup>st</sup> Street, Suite 1500  
Los Angeles, CA 90012  
fgonzalez@magnoliapublicschools.org  
323.422.9129 cell