



REQUEST FOR PROPOSALS

**MAGNOLIA SCIENCE ACADEMY, SANTA ANA
DSA INSPECTOR OF RECORD AND TESTING SERVICES
GYMNASIUM PROJECT**

**DSA Application Number 04-112861
File Number 30-25**

Posted

October 4, 2017

Submit Responses To:

Erdinc Acar
Magnolia Public Schools

RFP Due Date:

October 11, 2017

No Later Than 5:00 P.M.

MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION

250 EAST 1ST STREET, SUITE 1500
LOS ANGELES, CA 90012

I- GENERAL INFO

The Magnolia Educational & Research Foundation (“Magnolia”, “Magnolia Public Schools” or “Charter”) is requesting Proposals for DSA Inspector of Record Services and Special Testing and Inspection, for work associated with the construction of a gymnasium and playground area for **Magnolia Science Academy, Santa Ana, 2840 W. 1st Street, Santa Ana, CA 92703**. The project design has been approved by DSA. The gymnasium will be constructed adjacent to the recently completed classroom building. The campus is an active school with 730 students in grades Kindergarten through Twelfth Grade.

The purpose of this Request for Proposals (“RFP”) is to obtain information that will enable Magnolia to select a DSA IOR Firm that can assist the Charter with such services as the Charter may require through construction of the gymnasium and playground area for Magnolia Science Academy Santa Ana. Each firm responding to this RFP should be prepared and equipped to provide comprehensive IOR services on behalf of the Charter in an expeditious and timely manner to enable the Charter to meet critical time deadlines and schedules.

Accordingly, the Charter is requesting proposals from qualified firms, partnerships, corporations, associations, or professional organizations to provide **Erdinc Acar, and delivered to the Magnolia office no later than 5:00 p.m. on October 11, 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.

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.

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

II- IOR SCOPE OF WORK

- 1) Provide DSA Class I Project Inspector for inspection services in accordance with Title 24 of California Code of Regulations and DSA IR A-8 in collaboration with Magnolia Public Schools staff, architects, consultants, general contractors, sub-contractors and all other required agencies to completion of a DSA approved project;
- 2) Verify that the construction of the project matches the plans and specifications and any approved change orders to those documents, and ensure that the project stays in compliance with all applicable codes and DSA requirements during construction;
- 3) Provide all necessary inspection services including the coordination of Testing and Special Inspections;
- 4) Interface with the assigned DSA inspector and submit all information as required;
- 5) Work with the Charter in the coordination and quality control of all project inspections, reports and tests. Prepare and submit all necessary forms and reports via the DSA box system;
- 6) Coordinate the close out of the project with the Construction Manager and General Contractor;
- 7) Proactively communicate with Magnolia Public Schools as owner.

III- PROJECT DESCRIPTION

The scope of the project includes construction of the Gymnasium building, connecting utilities from the pull boxes already existing at the site as shown in the drawings and portion of site work including lunch tables, benches and structures, playground area and equipment as shown in drawings/specifications as in **Exhibit A**.

The gymnasium building is a 6,509 sqft, Type V A, fully sprinklered building with automatic fire alarm system. It is a CMU building with steel and metal deck roof structure and metal stud framing. The drawings and specifications including the general conditions are already approved by DSA, see APP 04-112861 in the tracker. DSA box is already operational based on the completed school building is still in operation. Portion of the DSA approved buildings and site is already built. The area built is already updated in the DSA box by the IOR and the A-E consultants and has no deviations. The site has existing functional school building with finished site work, parking, fire lane, landscaping and utilities.

The building pad is already available, built during the construction of the school building and the associated site work and certified by the owner's Geotechnical engineer. The owner to provide the certification.

The school is operational and the area of the construction will be fenced off to ensure proper safety and functioning of the existing school and their needs. Please note that part of this project is closed and obtained DSA certification #1 for the DSA project APP 04-112861.

The duration of construction for the Gymnasium and associated site work is anticipated to be nine (9) months.

IV- **FORMAT FOR PROPOSAL SUBMISSION**

B) GENERAL INSTRUCTIONS

All proposals are to be submitted in compliance with the format set forth below and in the order as outlined to facilitate evaluation by the Charter of the candidate's ability to meet or exceed the specified requirements under the heading "Scope of Work."

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.

Clarifications or questions regarding submittals must be submitted in writing to **Erdinc Acar**, via email to eracar@magnoliapublicschools.org. Please include the name of your firm and telephone number when making inquiries. All proposals are due **no later October 11, 2017, 5:00 p.m.**

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 Erdinc Acar. Failure to observe these criteria could potentially result in disqualification.

C) FORMAT REQUIREMENTS:

Proposals **must** be typewritten, concise, straightforward, and must address each requirement and question. The sequence to be followed is as follows:

1. Cover Page

- a. Name of Firm
- b. Project Title – Proposal for IOR and Testing Services, MSA Santa Ana Gym Project
- c. Date Submitted

2. General Information

- a. Name, address, telephone, and e-mail address of firm, name and email for contact persons.
- b. License number, type of license, State of license or registration;
 - i. Legal form of firm (i.e. corporation, partnership, etc.).
Please state the year your firm or organization was established;
 - ii. Number and names of principals in the firm;
 - iii. Number of employees;
- c. Provide a short resume of your firm's principals, including registrations/licenses and State (Please limit to one page per person);
- d. Short resume of key personnel to be assigned to this project, included position. (Please limit to one page per person), with each resume containing the following information/;
 - i. Project-specific responsibilities and description of work to be performed;
 - ii. Estimated percentage of the individual's time that will be devoted to the project;
 - iii. Specific qualifications;
 - iv. Years with the firm;
 - v. Number of projects of similar nature performed by subject of resume;
 - vi. Position held and responsibilities on work of similar nature; and,
 - vii. Education, licenses held, qualification, etc.

3. Qualification and References

- a. Provide information to show that your proposed team has suitable resources available to ensure satisfactory completion of the work.
- b. Please provide a minimum of five (5) completed individual projects. Describe recent projects; ideally, public works projects, performed within the last five (5) years for which your firm or its senior personnel provided the IOR Services. Describe in full the services provided by your firm.
- c. Provide a list of at least five (5) 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 five years, and any other references you wish to provide who may provide information to the Charter regarding your firm's qualifications. List the project's owner and contractors for each reference. Please be advised that some references will be contacted.

4. 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:

- a. 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;
- b. Comprehensive Automobile Liability Insurance, including owned, non-owned, and hired vehicles with minimum limit of one million dollars (\$1,000,000);
- c. Workers' Compensation and Employer Liability, statutory limit;
- d. 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

Note: All insurance must be issued by an insurance provider by an admitted carrier (licensed to do business in the State of California), carrying a rating of not less than A-VII in the most current A. M. Best's Insurance Guide - Property Casualty or otherwise acceptable to Owner.

5. Litigation History

Provide a complete list of 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. If so, provide the name of the court where filed, the case title, and the disposition of the case. Proposals failing to provide the requested information of lawsuits, litigation or claims will be considered non-responsive and will not be evaluated.

6. Conflict of Interest

Respondent shall certify that no official or employee of the Charter, nor any business entity in which an official of the Charter has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediate divulgence of this fact to the Charter.

7. Budgetary Estimate for Fees:

- a. Provide the hourly rate for each proposed job classification, and any others that may become necessary due to additional services.
- b. Provide a fully loaded fee schedule for IOR and Testing services for the project as detailed in **Section II, Project Description**. Please provide an estimate and breakdown of reimbursable expenses.

**ALL RESPONSES MUST BE RECEIVED BY 5:00 p.m., October 11, 2017
LATE PROPOSALS AND PROPOSALS SUBMITTED BY FACSIMILE/EMAIL WILL NOT BE ACCEPTED**

V- EVALUATION OF PROPOSALS AND RECOMMENDATION

- 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, regular or special meeting.
- C. Questions and Submission: Please feel free to direct questions to Erdinc Acar, preferably by email, as shown below.

Submission

All proposals are due **no later than 5:00 p.m. October 11, 2017**. Please deliver three (3) copies in care of the MERF address and one (1) copy by email as indicated below:

Erdinc Acar
c/o Magnolia Education & Research Foundation
250 E 1st Street, Suite 1500 Los Angeles, CA 90012
eracar@magnoliapublicschools.org
(213) 628 – 3634

EXHIBIT A

Magnolia Pacific Technology School, Santa Ana Vol1

PHASE II Plans for Gym, Cafeteria and Playground Area Construction

2024 West Hill Road
 Santa Ana, CA 92705

CLIENT
 Magnolia Public Schools
 2000 North River Street
 Westminster, CA 92683

ARCHITECT
 Design and Associates
 10000 Wilshire Blvd, Suite 1000
 Culver City, CA 90230
 Tel: (310) 206-4697

CONSULTANTS
 Engineer & Architect Associates
 229 S. Harbor Blvd., Suite 100
 Orange, CA 92667
 Tel: (714) 939-7000

LANDSCAPE ARCHITECT
 AMB Landscape Architects
 10000 Wilshire Blvd, Suite 1000
 Culver City, CA 90230
 Tel: (310) 898-4448

INSURATION
 Design West Engineering
 229 S. Harbor Blvd., Suite 100
 Orange, CA 92667
 Tel: (714) 939-7000

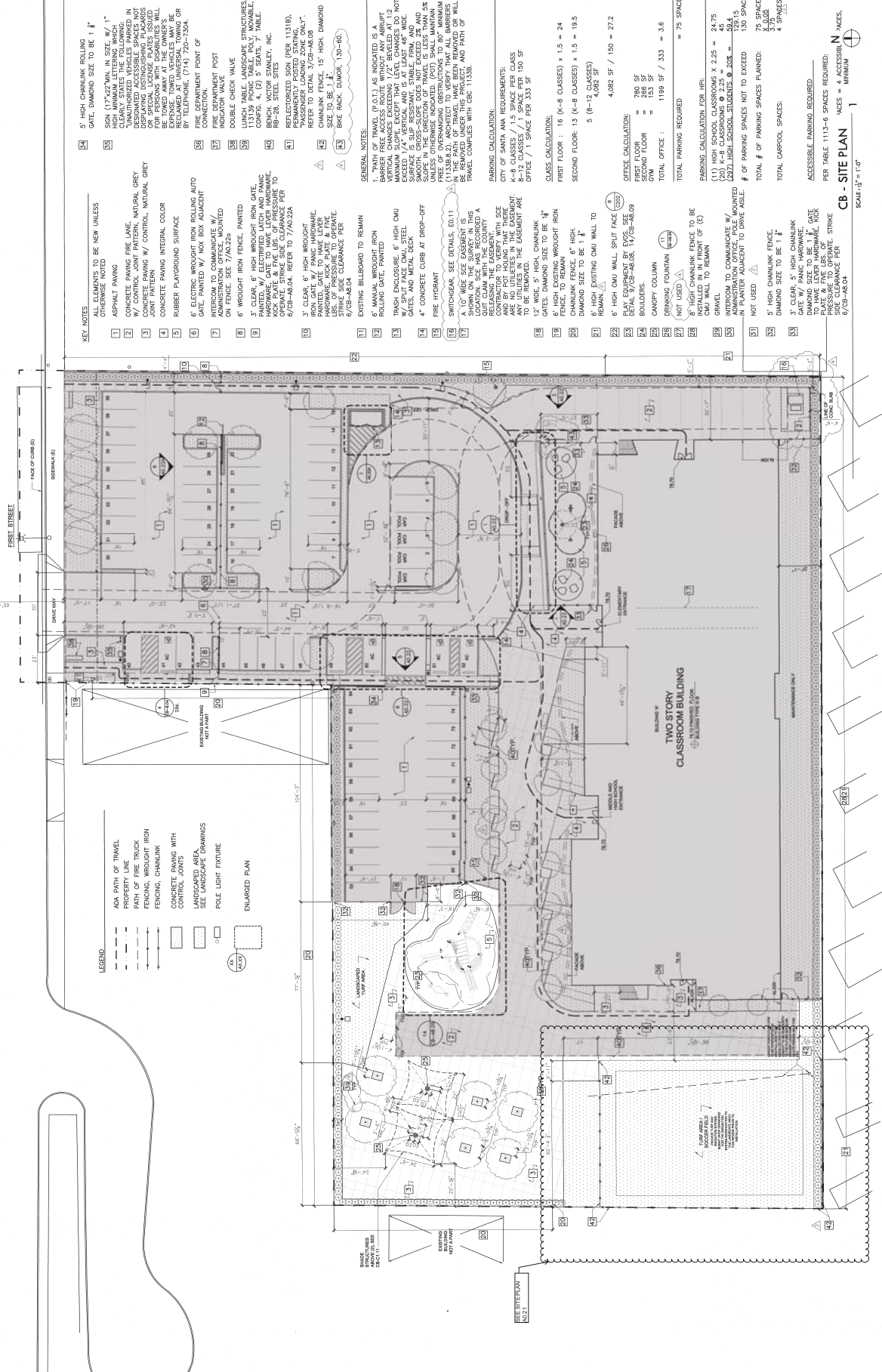
AGENCY APPROVAL
 IDENTIFICATION STAMP
 CITY APPROVAL
 DATE

No.	Submittal	Date
1	DESIGN CHECK	02/01/24
2	PERMITS	02/11/24
3	PERMITS	02/11/24
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DATE OF PRELIMINARY REVIEW: 02/11/24
 REVIEWED BY: [Signature]
 DATE OF FINAL REVIEW: 02/11/24
 REVIEWED BY: [Signature]

Site Plan
 Job Number: 19-27

A0.21-A



- KEY NOTES**
1. ALL ELEMENTS TO BE NEW UNLESS OTHERWISE NOTED
 2. ASPHALT PAVING
 3. CONCRETE PAVING FIRE LINE
 4. CONCRETE PAVING W/ CONTROL, NATURAL GREY
 5. CONCRETE PAVING INTERIOR COLOR
 6. RUBBER PLAYGROUND SURFACE
 7. 6" ELECTRIC WROUGHT IRON ROLLING AUTO OPERATED GATE TO COMMUNICATE W/ ADMINISTRATION OFFICE, MOUNTED ON FENCE. SEE 7/AJ2225
 8. WROUGHT IRON FENCE, PAINTED
 9. 3" CLEAR, 6" HIGH WROUGHT IRON GATE, HARDWARE, LOCK PLATE & FIVE STRIKE SIDE CLEARANCE PER 6/03-AB04. REFER TO 7/AJ2224
 10. 3" CLEAR, 6" HIGH WROUGHT IRON GATE TO TRUCK LOWER, HARDWARE, LOCK PLATE & FIVE STRIKE SIDE CLEARANCE PER 6/03-AB04
 11. EXISTING BILLBOARD TO REMAIN
 12. 6" MANUFACTURED IRON
 13. 12" WIDE, 5" HIGH CMU
 14. W/ 3/8" SHUT FACE CMU STEEL GATES, AND METAL STEEL
 15. FIRE HYDRANT
 16. SWITCHGEAR, SEE DETAILS, E0.11
 17. A 10' WIDE SIDE EASEMENT IS SHOWN ON THE ASSOCIATED GRADING PLAN. CONTRACTOR TO VERIFY WITH CITY ENGINEER THAT THE EASEMENT ARE NO UTILITIES IN THE EASEMENT. ANY UTILITIES IN THE EASEMENT ARE TO BE REMOVED OR RELOCATED TO THE STREET.
 18. 12" WIDE, 5" HIGH, CHAINLINK GATES, DIAMOND SIZE TO BE 1" x 1"
 19. 6" HIGH EXISTING WROUGHT IRON FENCE EXISTING WROUGHT IRON CHAINLINK FENCE, 6" HIGH, DIAMOND SIZE TO BE 1" x 1"
 20. 6" HIGH EXISTING CMU WALL TO REMAIN, 12" WIDE, 5" HIGH, CHAINLINK FENCE, DIAMOND SIZE TO BE 1" x 1"
 21. 6" HIGH CMU WALL, SPOT FACE TO REMAIN, 12" WIDE, 5" HIGH, CHAINLINK FENCE, DIAMOND SIZE TO BE 1" x 1"
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 23. BOLLARDS
 24. CANOPY COLUMN
 25. DRINKING FOUNTAIN
 26. NOT USED
 27. 8" HIGH CHAINLINK FENCE TO BE MOUNTED TO POINT OF (E) CMU WALL TO REMAIN
 28. GRAVEL
 29. INTERCOM TO COMMUNICATE W/ ADMINISTRATION OFFICE, MOUNTED IN PLANTER ADJACENT TO DRIVE ANGLE
 30. NOT USED
 31. 5" HIGH CHAINLINK FENCE, DIAMOND SIZE TO BE 1" x 1"
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 98. 3" CLEAR, 5" HIGH CHAINLINK GATE W/ PANIC HARDWARE, DIAMOND SIZE TO BE 1" x 1"
 99. 3" CLEAR, 5" HIGH CHAINLINK GATE W/ PANIC HARDWARE, DIAMOND SIZE TO BE 1" x 1"
 100. 3" CLEAR, 5" HIGH CHAINLINK GATE W/ PANIC HARDWARE, DIAMOND SIZE TO BE 1" x 1"

GENERAL NOTES

1. PART OF TRAVEL (P.O.T.) AS INDICATED BY A VERTICAL CHANGES EXCEEDING 1/2" BEVELLED AT 1:2 SURFACE IS SUP. RESISTANT, STABLE, FIRM, AND EXCEEDS 1/2" VERTICAL AND IS AT LEAST 48" WIDE. SLOPE IN THE DIRECTION OF TRAVEL IS LESS THAN SIX PERCENT. OVERHANGING OBSTRUCTIONS TO BOTH MINIMUM TRAVEL COMPLEX WITH CBC 1133B1.

PARKING CALCULATION:
 CITY OF SANTA ANA REQUIREMENTS:
 K-8 CLASSES / 1.5 SPACE PER CLASS
 OFFICE / 1 SPACE PER 333 SF

CLASS CALCULATION:
 FIRST FLOOR: 16 (K-8 CLASSES) x 1.5 = 24
 SECOND FLOOR: 13 (K-8 CLASSES) x 1.5 = 19.5
 5 (9-12 CLASSES) x 1.5 = 7.5
 TOTAL PARKING REQUIRED = 75 SPACES

OFFICE CALCULATION:
 FIRST FLOOR: 700 SF
 SECOND FLOOR: 200 SF
 TOTAL OFFICE: 1199 SF / 333 = 3.6
 TOTAL PARKING REQUIRED = 75 SPACES

PARKING CALCULATION FOR HPI:
 (11) HIGH SCHOOL CLASSROOMS x 2.25 = 24.75
 (1) HIGH SCHOOL CLASSROOMS x 2.25 = 2.25
 (22) HIGH SCHOOL SUBJECTS @ 2.08 = 45.76
 TOTAL # OF PARKING SPACES NOT TO EXCEED = 72.76
 TOTAL # OF PARKING SPACES PLANNED: 75 SPACES
 TOTAL CARPOOL SPACES: 2.25 SPACES

ACCESSIBLE PARKING REQUIRED:
 PER TABLE 1113-4-6 SPACES REQUIRED: 4 SPACES
 PER TABLE 1113-4-6 SPACES REQUIRED: 4 SPACES
 PER TABLE 1113-4-6 SPACES REQUIRED: 4 SPACES
 PER TABLE 1113-4-6 SPACES REQUIRED: 4 SPACES

LEGEND

- ADA PATH OF TRAVEL
- PROPERTY LINE
- PATH OF FIRE TRUCK
- FENCING, WROUGHT IRON
- FENCING, CHAINLINK
- CONCRETE PAVING WITH CONTROL JOINTS
- LANDSCAPED AREA, SEE LANDSCAPE DRAWINGS
- POLE LIGHT FIXTURE
- ENLARGED PLAN

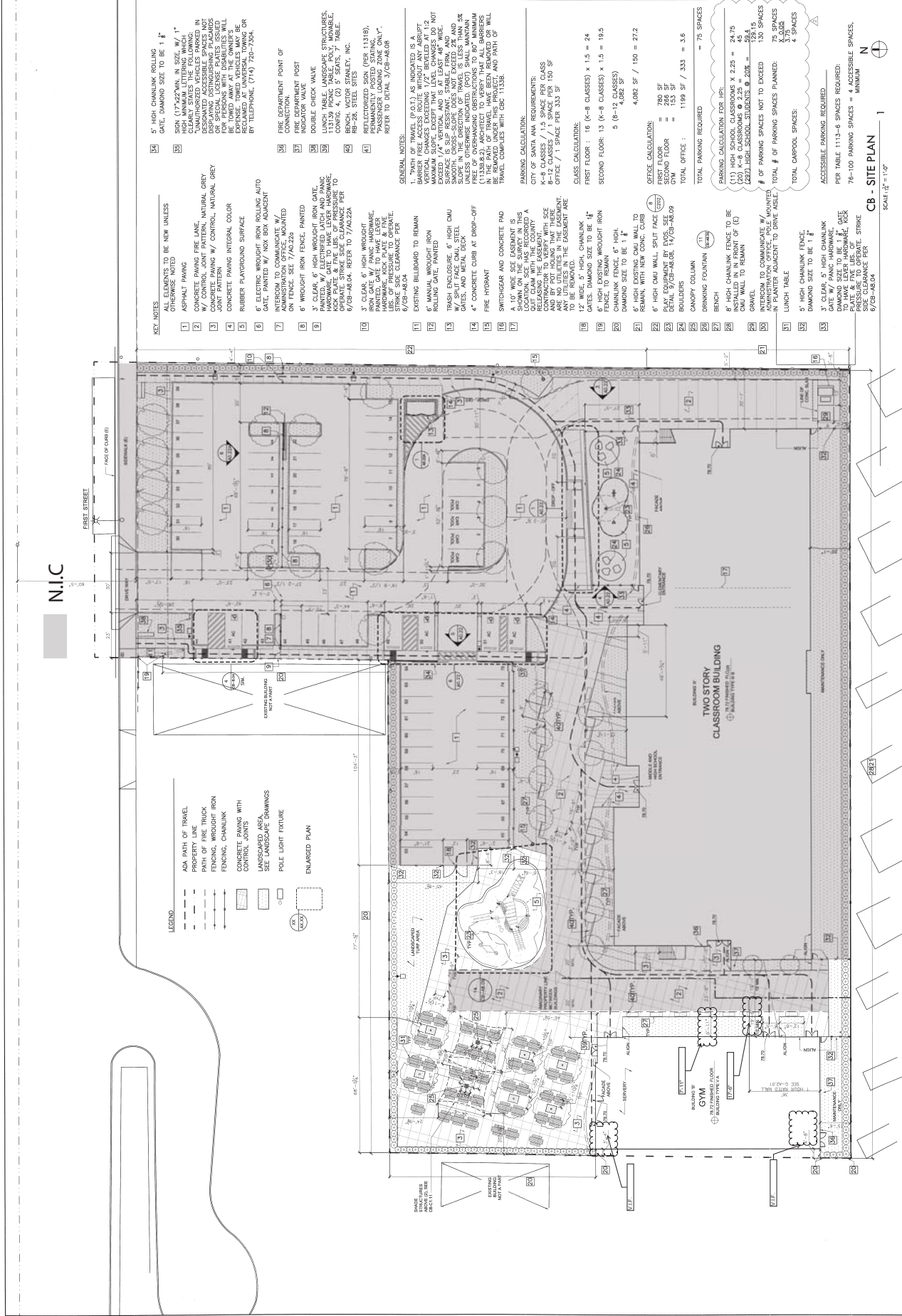
CB - SITE PLAN SPACES = 4, ACCESSIBLE SPACES = 4
 SCALE: 1/8" = 1'-0"

No.	Submittal	Date
1	ISSUE CHECK	10/07/14
2	PERMITS	10/07/14
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Job Number: 13.27

Site Plan
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- KEY NOTES:**
1. ELEMENTS TO BE NEW UNLESS OTHERWISE NOTED
 2. ASPHALT PAVING
 3. CONCRETE PAVING FIRE LANE W/ CONTROL JOINT PATTERN, NATURAL GREY
 4. CONCRETE PAVING W/ CONTROL, NATURAL GREY
 5. CONCRETE PAVING INTERIOR COLOR
 6. RUBBER PLAYGROUND SURFACE
 7. 6" ELECTRIC WROUGHT IRON ROLLING AUTO OPERATED GATE
 8. INTERCOM TO COMMUNICATE W/ ADMINISTRATION OFFICE, MOUNTED ON FENCE. SEE 7/AD.226
 9. 6" WROUGHT IRON FENCE, PAINTED
 10. 3" CLEAR, 6" HIGH WROUGHT IRON GATE, HARDWARE, LATCH TO HAVE LEVER HARDWARE, OPERATE STRIKE SIDE CLEARANCE PER 6/09-46.04. REFER TO 7/AD.224
 11. 3" CLEAR, 6" HIGH WROUGHT IRON GATE, HARDWARE, LATCH TO HAVE LEVER HARDWARE, OPERATE STRIKE SIDE CLEARANCE PER 6/09-46.04
 12. EXISTING BILLBOARD TO REMAIN
 13. 6" MANHOLE W/ WROUGHT IRON COVER, 18" DIA. TO REMAIN
 14. TRASH ENCLOSURE, 6" HIGH, CMU W/ SPUI FACE CMU, STEEL GATES, AND METAL DECK
 15. 4" CONCRETE CURB AT DROP-OFF
 16. SWITCHGEAR AND CONCRETE PAD
 17. A 10' WIDE SIDE EASEMENT IS REQUIRED ON THE EAST SIDE OF THE PROPERTY AS SHOWN ON THE COUNTY RECORDS. SEE 7/AD.226
 18. 12" WIDE, 5" HIGH, CHAINLINK GATES, DIAMOND SIZE TO BE 1 1/2"
 19. 6" HIGH EXISTING WROUGHT IRON CHAINLINK FENCE, 6" HIGH, DIAMOND SIZE TO BE 1 1/2"
 20. 6" HIGH EXISTING CMU WALL TO REMAIN, WITH NEW CONC. CURB
 21. 6" HIGH CMU WALL SPIT FACE TO REMAIN. SEE 7/AD.226, 11/09-46.09
 22. BOLLARDS
 23. CANOPY COLUMN
 24. DRINKING FOUNTAIN
 25. BENCH
 26. 8" HIGH CHAINLINK FENCE TO BE (E) CMU WALL TO REMAIN
 27. GRAVEL
 28. INTERCOM TO COMMUNICATE W/ ADMINISTRATION OFFICE, MOUNTED IN PLANTER ADJACENT TO DRIVE AISLE
 29. LUNCH TABLE
 30. 5" HIGH CHAINLINK FENCE, DIAMOND SIZE TO BE 1 1/2"
 31. 3" CLEAR, 6" HIGH CHAINLINK GATE W/ PANIC HARDWARE, DIAMOND SIZE TO BE 1 1/2"
 32. PLATE BE THE USE OF THE STRIKE SIDE CLEARANCE PER 6/09-46.04

- GENERAL NOTES:**
1. PATH OF TRAVEL (P.O.T.) AS INDICATED IS A BARRED FREE ACCESS ROUTE WITHOUT ANY ASPHRT MAXIMUM SLOPE, EXCEPT THAT LEVEL CHANGES DO NOT EXCEED 1/4" PER FOOT VERTICAL, AND IS AT LEAST 48" WIDE. SMOOTH CROSS-SLOPE DOES NOT EXCEED 2% AND UNLESS OTHERWISE INDICATED (P.O.T.) SHALL MAINTAIN FREE OF OVERHANGING OBSTRUCTIONS TO BE A MINIMUM IN THE PATH OF TRAVEL. HAVE BEEN REMOVED OR WILL TRAVEL COMPLEX WITH GDC 1133R.
 2. PARKING CALCULATION: CITY OF SANTA ANA REQUIREMENTS: K-8 CLASSES / 1.5 SPACE PER CLASS SECOND FLOOR: 13 (K-8 CLASSES) x 1.5 = 19.5 OFFICE / 1 SPACE PER 333 SF 4,092 SF / 333 = 12.29 TOTAL # OF PARKING SPACES NOT TO EXCEED 130 SPACES
 3. CLASS CALCULATION: FIRST FLOOR: 18 (K-8 CLASSES) x 1.5 = 24 SECOND FLOOR: 13 (K-8 CLASSES) x 1.5 = 19.5 OFFICE / 1 SPACE PER 333 SF 4,092 SF / 333 = 12.29 TOTAL # OF PARKING SPACES NOT TO EXCEED 130 SPACES
 4. OFFICE CALCULATION: FIRST FLOOR = 740 SF SECOND FLOOR = 163 SF TOTAL OFFICE = 1199 SF / 333 = 3.6 TOTAL PARKING REQUIRED = 75 SPACES
 5. PARKING CALCULATION FOR HOI: (11) HIGH SCHOOL CLASSROOMS x 2.25 = 24.75 (20) K-8 CLASSROOMS x 2.25 = 45 (23) HIGH SCHOOL STUDENTS x 2.00 = 46 TOTAL # OF PARKING SPACES NOT TO EXCEED 130 SPACES
 6. TOTAL CARPOOL SPACES: 4 SPACES ACCESSIBLE PARKING REQUIRED: PER TABLE 1113-B SPACES REQUIRED: 76-100 PARKING SPACES = 4 ACCESSIBLE SPACES, MINIMUM

SCALE: 1/4" = 1'-0"

CB - SITE PLAN

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