



# MAGNOLIA PUBLIC SCHOOLS

Request for Qualifications / Proposals  
for Construction/Tenant Improvement at 18242 Sherman Way,  
CA 91335

Due Date:

**September 27, 2023 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**") located at 18220-18244 Sherman Way Reseda CA 91335. The purpose of this RFP is to obtain proposals from qualified to provide construction and tenant improvement services for the conversion of an existing building into a gym facility (the "**Project**") at 18242-44 Sherman Way (the "**Property**"). The Property is shown on Exhibit A.

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), Wednesday, September 27, 2023**, 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 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-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:	September 6, 2023
Proposals Due:	September 27, 2023
Interviews, if any (exact date and time TBD):	Week of October 2, 2023

Selection Announced: Week of October 9, 2023

Contract Execution: ASAP following Selection Notification

## 2.0 PROJECT DESCRIPTION

The purpose of this project is to transform an existing 2 story, wood framed building, located at 18242-44 Sherman Way CA, Reseda 91335 into a gym facility. The Project will include various construction and tenant improvement tasks based on the approved plan by LADBS.

Demolition and asbestos removal are excluded from the bid.

The LADBS approved plans may be accessed with the following link: 18242 Sherman Way [PLANS](#).

The building and premises are available for examination. Please coordinate site access with Mustafa Sahin, msahin@magnoliapublicschools.org or (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, tenant improvement projects of similar scope and scale). Please reference any charter school projects you have completed.

Provide the following:

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 respondent'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 MSA1 desire to complete the Project as soon as possible. Accordingly, please provide an expected commencement date, duration and expected completion date for the Project.

#### **4.4 Contract**

The successful respondent will be required to sign an agreement with Owner in the form of (AIA Document A102®-2017 Standard Form of Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price). 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 – Property & Project Location**

#### **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 October 9, 2023. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

# Exhibit A

## Property & Project Location

