



REQUEST FOR QUALIFICATIONS/ PROPOSALS

MAGNOLIA SCIENCE ACADEMY 5
MODULAR CLASSROOM DESIGN SERVICES
FOR CHARTER SCHOOL STATE FUNDED
MIDDLE & HIGH SCHOOL NEW
CONSTRUCTION PROJECT

Posted
January 11, 2024

Submit Responses To:
Mustafa Sahin
Facility Project Manager
Magnolia Public Schools

RFP Due Date:
January 23, 2024

No Later Than 5:00 P.M.

MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION
250 EAST 1ST STREET, SUITE 1500
LOS ANGELES, CA 90012

Magnolia Educational & Research Foundation dba Magnolia Public Schools ("**Magnolia**") is requesting proposals and qualifications for design services to convert an existing ground up construction, site built design into a modular school building. The project consists of anew two story classroom building, gymnasium and associated site work for Magnolia Science Academy 5, an existing 6-12 charter school in Reseda, California (the "**Project**"). The Project address is 7111 Winnetka Avenue, Winnetka, Ca. Magnolia will pay for the Project with the proceeds from an award from the State Allocation Board and the Office of Public School Construction under the "Charter School Facility Program."

DLR Group is the Architect of Record ("**AOR**"). Because the Project will be paid for with the proceeds of a State award, all the typical requirements for a public educational project are applicable. The AOR has prepared plans (the "**Existing Plans**") that have already been submitted to the Division of the State Architect ("**DSA**").

The purpose of this Request for Qualifications/Proposals ("**RFQ/P**") is to obtain information that will enable Magnolia to select a modular company that can take the Existing Plans and convert them such that the Project can be completely or predominantly built in a factory (the "**Modular Plans**"). The Modular Plans may be based on a modular company's proprietary plans or mode of construction. However, preference will be given to plans that will approximate

Magnolia is requesting proposals from qualified modular design and construction firms to provide comprehensive, professional modular classroom design services in accordance with the information and criteria set forth herein. Extensive California public school experience and experience with Field Act and DSA and demonstrated knowledge of the State process is sought from candidates submitting proposals in response to this RFQ/P, in addition to other criteria and qualifications as set forth herein.

Proposals shall be in accordance with the "Format for Proposal Submission" as set forth in Section II, below, and must be submitted to the attention of Mustafa Sahin via email by no later than 5:00 pm on January 23, 2024.

In order to allow Magnolia 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.

I) SCOPE OF WORK

- 1) Work with Magnolia's staff, AOR, construction manager, consultants, and all other required vendors for the successful completion of the Modular Plans to be submitted to DSA;
- 2) Respond to any DSA comments and meet with DSA representatives as necessary to expedite the process and to respond in a timely manner to comments.

II) PROJECT DESCRIPTION

The scope of the Project is the construction of a new campus for MSA-5 at 7111 Winnetka Ave. A map

and the ALTA and topographic survey may be accessed via this link – [ALTA and Top Survey](#). Magnolia will use the proceeds of an award from the State of California under its Charter School Facilities Program (“**CSFP**”) to construct a new two story building, gymnasium, outdoor learning areas, and all associated site work, offsite improvements and utility service installation as required. Details of the award may be accessed via this link – [Magnolia CSFP Award](#). DLR Group is the AOR and has completed DSA submission. The DSA plans may be accessed via this link – [Existing Plans](#). Preference will be given to proposals that best approximate the DLR Group Existing Plans.

Magnolia desires to occupy the Project in time for the 2025-26 school year.

III) FORMAT FOR PROPOSAL SUBMISSION

A) 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 Magnolia 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 Magnolia and will not be returned.

Clarifications or questions regarding submittals must be submitted in writing to Mustafa Sahin, via email to msahin@magnoliapublicschools.org. Please include the name of your firm and telephone number when making inquiries. All proposals are due no later than January 23, 2024, 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 Mustafa Sahin or Patrick Ontiveros. Failure to observe these criteria could potentially result in disqualification.

B) FORMAT REQUIREMENTS:

The sequence to be followed is as follows:

1. Cover Page
 - a. Name of Firm
 - b. Project Title – Proposal for Modular Classroom Design Services, MSA 5
 - 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. A short resume of your firm's principals, including registrations/licenses (Please limit to one page per person);
 - d. Short resume of key personnel to be assigned to the 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 the individual;
 - vi. Position held and responsibilities on work of similar nature; and,
 - vii. Education, licenses held, qualification, etc.
3. Provide information to show that your proposed team has suitable resources and time available to ensure satisfactory completion of the Project.
4. 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 (10) years, and any other references you wish to provide who may provide information to Magnolia regarding your firm's qualifications. List the project's owner and contractors for each reference. Please be advised that references will be contacted.

Magnolia will require the successful respondent to sign an AIA Contract based on the B101®-2017, Standard Form of Agreement between Owner and Architect, or a substantially similar form proposed by Magnolia.

ALL RESPONSES MUST BE RECEIVED BY 5:00 PM, JANUARY 23, 2024

Proposals must be concise, straightforward, and must address each requirement and question.

Magnolia reserves the right to negotiate modifications with any firm as may be required to serve the best interests of Magnolia and to negotiate the final contracts with the most qualified candidates.

All proposals will become the property of Magnolia. Information in Proposals will become public property and subject to disclosure laws. Magnolia 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.

Magnolia 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 Magnolia 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.

IV) 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 the services to prepare the Modular Plans for the project with a not to exceed amount.
- C) Provide a cost estimate for the construction and delivery of the Project as represented by the Modular

Plans as if constructed by the company providing the design.

D) Provide a schedule of excluded services.

V) EVALUATION OF PROPOSALS AND RECOMMENDATION:

- A) Process: All RFP responses will be read and evaluated by a committee of Magnolia home office staff and MSA-5 staff. Overall responsiveness and representations made within the RFP, as well as the modular 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 a regularly scheduled or special meeting.
- C) Questions and Submission: Please feel free to direct questions to Mustafa Sahin, Project Manager, by email, as shown below, or Patrick Ontiveros, Director of Facilities and Real Estate at pontiveros@magnoliapublicschools.org.

All proposals are due no later than 5:00 pm January 23, 2024 **via email** as indicated below. Please deliver three (3) hard copies in care of the MERF home office address within two (2) business days no later than 5:00 pm as follows:

Mustafa Sahin
c/o Magnolia Education & Research Foundation
250 E 1st Street, Suite 1500
Los Angeles, CA 90012