



Request for Qualifications / Proposals
for Roof Replacement at 18238 Sherman Way, Reseda CA 91335

Date of Issuance:

March 7, 2025

Due Date:

March 28, 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**") located at 18238 Sherman Way Reseda CA 91335. The purpose of this RFP is to procure the services of a commercial roofing contractor to replace the roof at 18238 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, March 28, 2025**, to the following individual:

Mustafa Sahin
Facility Project Manager
Magnolia Public Schools
250 East 1st Street
Suite 1500
Los Angeles, CA 90012
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:	March 7, 2025
Proposals Due:	March 28, 2025
Interviews, if any (exact date and time TBD):	Week of March 31, 2025
Selection Announced:	Week of March 31, 2025
Contract Execution:	Following Board Approval; Expected April 10, 2025

2.0 PROJECT DESCRIPTION

General Scope of Work:

The roofing contractor shall provide all labor, materials, tools, equipment, and supervision necessary to complete the installation of the selected roofing system in accordance with the contract documents, manufacturer specifications, 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 roofing contractor shall thoroughly review all contract documents, including drawings, 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 building owner prior to submitting a bid.
- Perform a moisture scan of the specified roof area at least three (3) weeks prior to starting the project. Provide the owner with a detailed report outlining the extent of moisture contamination, including marked areas on the roof surface. Submit an additional cost proposal for replacing any contaminated materials identified during the scan.

Construction and Installation:

- Clean and prime all repair areas as necessary to ensure proper adhesion and longevity of the new roofing system.
- Repair or replace roof drains, flashings, and other components as required to ensure a watertight and durable roof system.
- Install the selected roofing system in strict compliance with the manufacturer's specifications and industry best practices.
- Exercise care to protect the interior of the building, including ceilings, walls, equipment, and furnishings, from damage during the project. Use protective coverings, barriers, or other measures as needed.

Quality Assurance and Certification:

- Submit a letter of certification from the roofing system manufacturer, confirming that the contractor is authorized to install the manufacturer's roofing system. The letter must also list the foremen and crew members who have received manufacturer-specific training, along with the dates of training.
- 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 roofing contractor shall use reasonable care and responsibility to protect the building, 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 manufacturer's 20–30-year Limited Warranty covering both 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).

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.

4.1.4 Litigation/Disputes

Please list any litigation or disputes with current or former clients.

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 during the summer of 2025 when school is out of session, please also provide the expected schedule for 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 the earlier of (1) execution of a contract or ninety (90) days from the due date. 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

