



Request for Proposals  
For Minor Tenant Improvement Work at 412 W Carl Karcher Way  
Anaheim, CA 92801

Date of Issuance:

**June 16, 2025**

Due Date:

**June 27, 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 Orange County ("**MSA-OC**") and manages the property at 412 W Carl Karcher Way, Anaheim, CA 92801. The purpose of this RFP is to procure the services of a reputable General Contractor to submit proposals for a tenant improvement (TI) project at this location.

The building is a single-story, approximately 12,000 sq. ft. structure with eight classrooms. The current tenant will vacate the premises by the end of June 2025. MPS plans to establish a school at this campus starting in August 2025 for the 2025–2026 academic year. Due to the tight timeline, timely completion of the TI project is critical.

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, June 27, 2025**, 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 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-OC. 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-OC

## 1.1 Timeline

RFP Distributed: June 16, 2025

Proposals Due: June 27, 2025

Interviews, if any (exact date and time TBD):	Week of June 30, 2025
Selection Announced:	Week of June 30, 2025
Contract Execution:	ASAP

## 2.0 PROJECT DESCRIPTION

### General Scope of Work:

The general contractor shall provide all labor, materials, tools, equipment, and supervision necessary to complete the TI project at 412 W Carl Karcher Way Anaheim, CA 92801.

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 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 site assessment to evaluate the condition of the building to address the scope of the TI.

### Scope of the TI:

- **Roof**
  - The roof is in poor condition. Propose a temporary repair solution with a 3–5-year lifespan.
- **HVAC Mechanic Room**
  - Perform structural and aesthetic repairs (e.g., painting), excluding electrical and HVAC systems.
- **Patch and Painting**
  - Paint all classrooms, pending condition assessment.
  - Exterior: Remove “Vibrant Minds” sign and mascot.
  - Interior: Remove hallway mural, paint hallways, restrooms, office areas, and kitchen.
  - Use lighter colors for all painting.
- **Ceilings Tiles**
  - Replace all broken and damaged ceiling tiles.
- **Doors (Interior and Exterior)**
  - Adjust and align all interior and exterior doors.
  - Specifically address the glass door in the back/TK Kinder area for alignment and adjustment.
- **Lighting and Electrical**
  - Inspect all interior and exterior lights; replace or repair as needed.
  - Recommend and add light fixtures in hallways for increased brightness.
  - Inspect and repair light switches (especially in bathrooms) and electrical outlets.
  - Remove any exposed cables or wiring posing safety hazards.
- **Flooring (Hallways and Classrooms)**
  - Repair cracks and replace broken tiles or flooring to match existing materials.
- **Bathrooms**
  - Inspect and repair plumbing.
  - Repair or replace fixtures, faucets, tabletops, and partition doors as needed

### **Site Protection and Cleanup:**

- The contractor shall use reasonable care and responsibility to protect the 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 contractor's warranty to cover 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). In particular, describe your experience with similar projects.

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.

#### **4.2 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-OC desire to complete this project as soon as possible, following the vacation of the space by the current occupant, expected to be July 1st. Please also provide the expected completion of the project. All work shall be completed in the month of July to pass facility inspection for operations to start on August 1st, 2025.

#### **4.4 Contract**

The successful respondent will be required to sign an agreement with Owner in the form of (AIA Document A105-2017). 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**

**Exhibit B - Pictures of the Project Site (Exterior and Interior)**

#### **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**

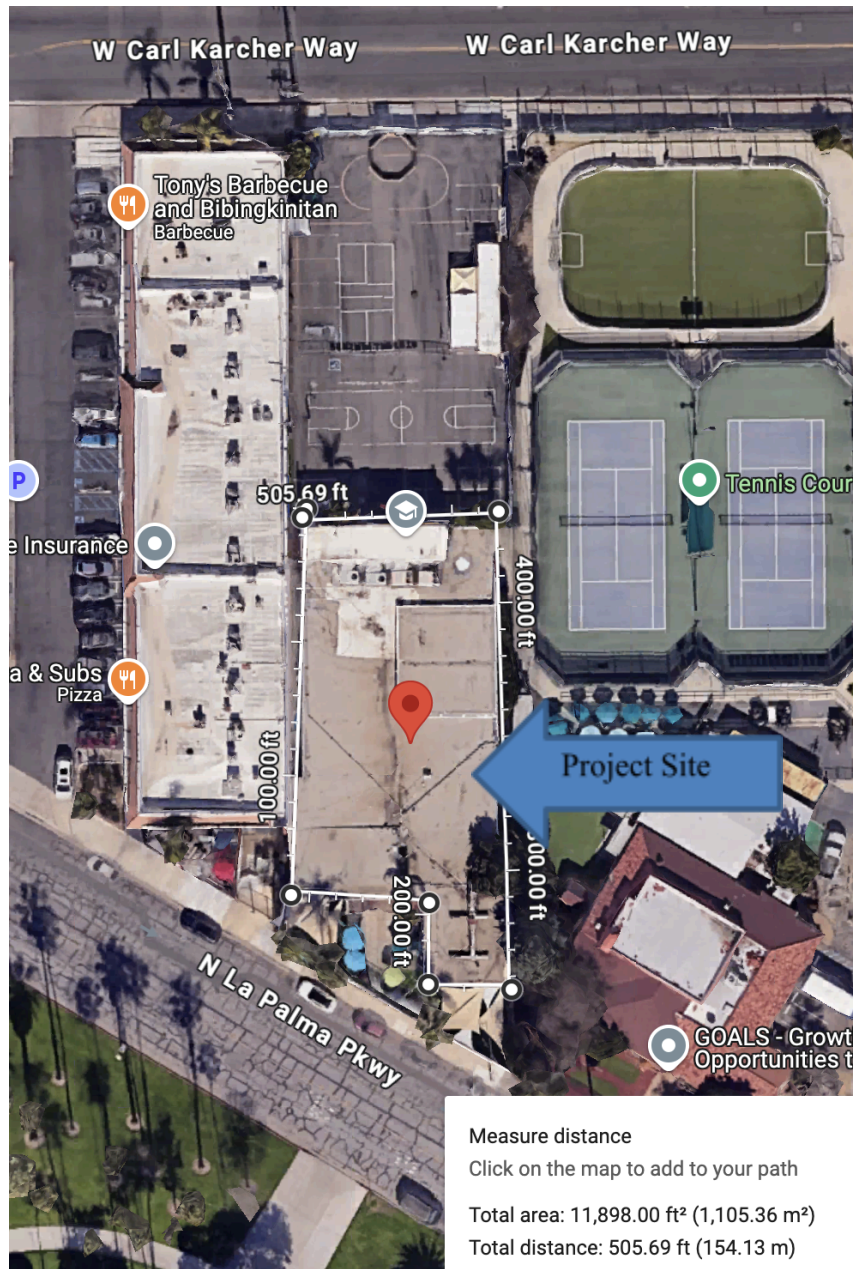
RFP responses shall be valid until execution of a contract, which is expected to occur on or about the week of June 30, 2025. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

#### **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



## Exhibit B

Pictures of the Project Site (Exterior and Interior)

[Link for the Pictures](#)