

**Request for Proposals
Magnolia Science Academy 1
New Classroom Building**

Name of school: Magnolia Science Academy 1
Address: 18216-18220 Sherman Way Reseda, CA 91335

RFP submission deadline: August 11, 2016
RFP Reward Announcement: August 15, 2016
Work Begins: August 15, 2016

Purpose/Rationale

Magnolia Science Academy 1 (“MSA 1”) is located at 18238 Sherman Way in the community of Reseda in the west San Fernando Valley. The school has been in operation at the same location since its opening 2002. There are currently 525 students in grades 6-12 enrolled at the school. As the first school in the Magnolia network, MSA 1 is the flagship campus for the organization. Magnolia Public Schools (“Magnolia”) aims to increase enrollment at MSA 1 to 925 students due to high demand from students and parents.

Magnolia will increase seat capacity by developing a new classroom building to serve an additional 400 students through the design, development and construction of a new two-story educational facility at 18216-18220 Sherman Way, APN 2125036021. The rectangular lot/parcel area is approximately 16,845 square feet, with C2-1L-CDO zoning and is owned by Magnolia

The new building will be constructed immediately adjacent to the existing school. The new state of the art 25,200 square foot building will provide a minimum of 16 classrooms, science labs and offices for 400 students, bringing the total enrollment capacity of the school to 925 students in grades 6-12. The facility will be ready for occupancy in Fall 2017.

Magnolia Public Schools is seeking an experienced and qualified firm to respond to the RFP for the provision of full service architectural and engineering services for the planning, approval and development of the classroom building and associated site improvements.

All proposals by qualified and licensed general contractors shall be submitted to Frank Gonzalez, via email at fgonzalez@magnoliapublicschools.org. For questions regarding the scope of work or other aspects of this RFP, please call 323.422.9129.

Scope of Work

The preparation of all required architectural and engineering plans to develop a new state of the art two story classroom building for MSA 1 at 18216-18220 Sherman Way, Los Angeles, 91335.

The MSA 1 New Classroom Building project is the planning, design and construction administration of a new educational facility for Magnolia Public Schools. At minimum the new school building will have the following programmatic requirements and attributes:

- A new two story building of approximately 25,200 square feet, with the square footage limited by the existing FAR
- A minimum of 16 classrooms (minimum of 700 square feet each)
- Science and robotics laboratories (minimum of 900 square feet each)
- Offices for administrators and counselors (main office, two administrators, one counselor)
- Copy and staff work room with storage
- Small staff lounge with kitchen
- A multi-purpose room with a small serving kitchen (at least 2500 sf for the MPR and 250 sf kitchen)
- A useable rooftop area for student exercise, with fencing but no overhead cover
- Student and staff bathrooms on every floor
- An elevator that provides access to all floors including rooftop

As part of the project, an improvement to the façade of the existing MSA 1 school building at 18228 Sherman Way shall be incorporated into the plans so that the two structures have the look of one cohesive unit.

The project plans will need the approval of the city of Los Angeles Department of Building and Safety and will need to be carefully coordinated with multiple city departments including LADWP, BOE, LAFD Schools Unit, and others as required.

The construction documents will be submitted for review on an expedited basis. The proposed development is by right and has the support of the city council office.

When responding to the RFP take into consideration requirements for all city approvals such as floor and site plans, elevations, and all engineering drawings that are necessary to receive a construction permit. The services provided shall include schematic design, design development, construction documents, bidding, construction administration and closeout. We will require renderings and elevations to be used for meetings with the city council office, neighborhood groups and other interested parties.

Please note that Magnolia Public Schools is working with the City of Los Angeles, the Los Angeles Kings and additional partners on the development of an athletic facility behind the existing and future school buildings, in the area where the parking lots are currently located. The facility will include an ice skating rink and full gymnasium that will be utilized by MSA 1 during school hours. The project will be completed in Fall 2019. While this work is separate and distinct from the scope of work of

this RFP, there will be a need to discuss the classroom building development with the city and Los Angeles Kings to ensure coordination.

Timeline

The design phase of the project will commence on or about August 15, 2016. We anticipate that full construction drawings will be prepared in approximately ninety (90) days. We anticipate construction to begin in December 2016 and for construction to be complete in time for the 2017 school year.

The site is available to visit Monday through Friday from 8am to 5pm. Please contact Frank Gonzalez at 323.422.9129 to arrange a visit.

RFP Response Requirements

Only qualified and licensed architectural firms responding formally and meeting all of the requirements of the RFP will be considered for selection.

All respondents will submit a detailed response that includes the following:

1. A statement of qualifications of the firm's experience, with an emphasis on work with schools.
2. A list of three (3) client references with contact information.
3. A narrative response including the following:
 - a. Name and Address of Company
 - b. Contact Person, Email and Phone Number
 - c. California Architect's Board License Number
 - d. A detailed description of the approach to the Project
 - e. Two to three examples of the firm's recent work including floor and site plans, and renderings
 - f. A description of the firm's experience working with the City of Los Angeles on charter or private school development
 - g. The name of principal at the firm that will be working on the project, along with a list of proposed team members including MEP, Civil and Structural Engineer(s) and Landscape Architects
 - h. A listing and explanation of any litigation, claim or arbitration against the firm over the last ten (10) years
 - i. A detailed budget for architecture and engineering services for the project that should cover all aspects of the development through construction completion
 - j. A proposed design schedule. Please note that construction will need to begin in December 2016, so that the project is completed in time for occupancy by MSA 1 in August 2017

Minimum Respondent Requirements

Working with Magnolia staff, the selected awardee is expected to design the project; work with various city departments to ensure that all necessary approvals and permits are issued; develop the schedule and budget; assist in the preparation of the construction bid package; participate in weekly project meetings; provide standard construction administration services; closeout the project; and, conduct all business in accordance with all applicable local, state and federal laws and regulations.

The firm shall have a valid license issued by the state of California. The firm shall have valid professional liability insurance coverage.

Review Process and Timeline

The RFP review committee will evaluate all responses to the RFP. The review committee reviewing the bids consists of MSA 1 Principal Mustafa Sahin, Regional Director Suat Acar and Frank Gonzalez. A recommendation to award a contract to the winning bidder will be made by staff to the board of directors. The decision will be announced by August 15, 2016.

Magnolia Public Schools aim in soliciting proposals is to select a firm that can provide the requested services in a professional, high quality, cost effective and efficient manner. The evaluation will consider the following:

1. Experience in the education field
2. Quality of the proposed approach to the design
3. Ability to deliver the services on time
4. Cost of the services
5. Additional factors considered in the best interest of Magnolia Public Schools

Please submit response documents via email in .pdf format to Frank Gonzalez, at fgonzalez@magnoliapublicschools.org. Responses are due by August 11, 2016 at 12:00pm. An announcement of the award will be made by August 15, 2016.