

**Request for Proposals
Magnolia Science Academy 7
Architectural and Engineering Services**

Name of school: Magnolia Science Academy 7
Address: 18355 Roscoe Blvd., Northridge, CA 91325
RFP announcement date: July 10, 2016
RFP submission deadline: July 20, 2016, 10:00am

Purpose/Rationale

Magnolia Science Academy 7 (“MSA 7”) is a highly successful public charter elementary school that serves students in Kindergarten through Fifth Grade. The school is located on the campus of a former religious elementary school that is no longer in operation.

MSA 7 enjoys exclusive access to the school facility that includes classrooms, a serving cafeteria, and a play area. The school has reached its enrollment capacity due to a number of factors including all classrooms being utilized and an existing entitlement that limits the number of students.

Every school year interest from students and families to attend the school increases and far exceeds available seats. Therefore MSA 7 aims to increase the number of classrooms on the site in order to enroll additional students over the next few years.

Magnolia Public Schools is seeking an experienced and qualified firm to respond to the RFP for the provision of architectural and engineering services.

All proposals by qualified and licensed architectural firms 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.

MSA 7 Facility Expansion Project

Scope of Work

The preparation of all required architectural and engineering plans to increase the seat capacity of MSA 7 by developing the school site at 18355 Roscoe Blvd., Northridge, CA 91325.

The MSA 7 expansion project is the planning, design and installation of the following:

- Seven (7) modular buildings of at least 720 square feet each
- One (1) modular bathroom building for students
- One (1) modular office building of at least 400 square feet

The project will need the extension of multiple utilities including electricity, water and sewage lines. DSA PC modulars will be utilized for the classrooms. The plan will need to be coordinated with school leadership, the landlord and multiple city agencies.

The city of Los Angeles will have to consider a Conditional Use Permit to increase the allowable student enrollment to 450 students in grades K-5, which will be applied for on an expedited basis. The project shall be completed by August 2017.

Please take into consideration requirements for all city approvals such as floor plans, site plans, elevations, and engineering drawings when responding to the RFP.

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. A description of the firm's experience working with the City of Los Angeles on Conditional Use Permit issues
 - f. The name of principal at the firm that will be working on the project, along with a list of subcontractors including MEP, Civil and Structural Engineer(s)
 - g. A detailed budget for architecture and engineering services for the project that should cover all aspects of the development through construction completion
 - h. A preliminary milestone schedule

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; hold biweekly project meetings; 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 insurance coverage.

Review Process and Timeline

Please submit response documents via email in .pdf format to Frank Gonzalez, at fgonzalez@magnoliapublicschools.org. Responses are due by July 20, 2016, 10:00am.

The RFP review committee will evaluate all responses to the RFP. MSA 7 Principal Mr. Fatih Metin, Regional Director Mr. Suat Acar and Mr. Frank Gonzalez will review the proposals.

A recommendation to award a contract to the winning bidder will be made by staff to the board of directors. Once the Board of Directors approves the award, the winning bidder will be notified.