



# MAGNOLIA PUBLIC SCHOOLS

Request for Proposals  
to Lease Modular Classroom Bungalows for  
Magnolia Science Academy 1 | Reseda

Due Date:  
**April 25, 2022**

## 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 18220 Sherman Way and 18238 Sherman Way in the Reseda neighborhood of Los Angeles. The former houses MSA-1's high school and the latter houses MSA-1's middle school. The purpose of this RFP is to solicit bids to lease five (5) Modular Classroom Bungalows to be placed at Middle School Parking lot which was zoned to C-2 to provide more classroom space for MSA-1 for 2 years. The location of the Project Site is shown on Exhibit A.

MPS is working with the design team at Franco & Associates, Inc. to prepare plans and pull permits for this Project.

Should there be a similar need for any other Magnolia Public Schools (MPS), the approved vendor, the need, and the price will be used.

### Site Tour

A site tour will be facilitated if requested.

### Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Friday, April 25, 2022**, to the following individual:

Mustafa Sahin  
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](tel: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 Project 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 on Tuesday April 26th. Location and time are to be determined.

If interviews are held, respondents will meet with the Selection Committee for approximately ½ hour to 1 hour. The interview will be an open, unscripted format. Respondents will have 20 minutes to present any information they feel is pertinent followed by questions and answers and general discussion.

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Selection Committee:

The Selection Committee will be composed of representatives from MPS and MSA-1.

**1.1 Timeline**

RFP Distributed:	April 19, 2022
Proposals Due:	April 25, 2022
Interviews, if any (exact time TBD):	April 26, 2022
Selection Announced:	April 27, 2022
Contract Execution:	ASAP following Selection

**2.0 PROJECT DESCRIPTION**

The Project is to lease five (5) modular classrooms between 800 sq. ft. to 1000 sq. ft. with AC unit and ramp at 18238 Sherman Way Reseda CA 91335 for up to two (2) years.

**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.

Provide the following:

A minimum of three (3) references, including

(a) name and scope of the project

(b) client name and contact information

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(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 not to exceed 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 Product Information**

Respondent will confirm its ability to provide the Project as described above in Section 2. Where a respondent believes there are multiple options for the Project, the respondent may provide such alternatives explaining the difference in each alternative and describing the cost differences.

#### **4.4 Warranty Information**

Provide a description of the warranty provided for the Project.

#### **4.5 Schedule**

Please provide a timeline to complete the project

#### **4.6 Contract**

The successful respondent will be required to sign an agreement with Owner in a form mutually agreeable to both parties.

#### **5.0 CONTACT**

Questions to Owner will be accepted via email by the Facilities Project Manager identified above. Answers to questions will be provided to all participants as available.

#### **6.0 RFP/Q EXHIBITS**

**Exhibit A:** Project Site Location

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**7.0 BID ACCEPTANCE/REJECTION**

The Owner reserves the right to reject any or all proposals or cancel the solicitation process at its sole discretion.

**8.0 PROPOSAL VALIDITY**

RFP responses shall be valid until execution of a contract, which is expected to occur on or about April 28, 2022. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

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# Exhibit A

## Project Site

