

June 6, 2024

Request for Proposal Solicitation #2324-0191
FUSION Consulting Services

The Southwestern Community College District (“District”) is seeking proposals from qualified firms for Facilities Utilization Space Inventory Options Net (FUSION) Consulting Services.

Background

FUSION supports the integrated management and reporting on community college facilities throughout the state. The District is looking for a consultant to provide specialized consulting services with regards to all aspects of the FUSION system. The District is interested in competitive pricing and an option to renew the contract on an annual basis.

Questions/Requests for Clarification

All questions/requests for clarification **MUST** be submitted in writing to swcbidsandproposals@swccd.edu. The deadline for Consultants to submit questions/requests for clarification is indicated on the RFP Solicitation schedule provided on Page 2.

After the deadline for questions/requests for clarification the District will not answer, address, and/or review any questions interested Consultants might submit. Responses to all questions received prior to the deadline will be provided to all consultants via addendum posted on the District's website at www.swccd.edu/procurement.

PLEASE NOTE THAT: From the time this RFP Solicitation is issued and until award notification is made, all contact with the District regarding this RFP Solicitation must be made through the District's Procurement Office. No other person or District employee is empowered to make binding statements regarding this RFP Solicitation.

Violation of this provision will result in the disqualification from the RFP Solicitation Process at District's Discretion.

Proposal Schedule and Submission Information

Solicitation Schedule

Task	Deadline
District Issues Solicitation	June 6, 2024
Deadline for Consultants to submit questions/requests for clarification to the District	June 12, 2024 by 3:00PM
Deadline for Consultants to Submit Proposals via email at: swcbidsandproposals@swccd.edu	June 17, 2024 by 3:00PM
District Requests Additional Information from Proposers (only if needed)	June 24, 2024
District Board of Trustees Approves Successful Consultant	July 8, 2024

Proposal Submission

Please submit an electronic copy of your proposal via email to: swcbidsandproposals@swccd.edu, in accordance with the solicitation schedule above. Your proposal shall include:

- Resume including experience
- List of existing clients
- Proposed annual fixed fee
- Response on how the District's Scope of Work (outlined below) will be completed and delivered

Scope of Work

The District is seeking a firm/consultant to update several reports in the Fusion platform. Selected firm/consultant is expected to have a full understanding of the College Finance & Facilities Planning Division guidelines and the submittal requirements from the Foundation for California Community Colleges. Reports consist of Space Inventory, Five-Year Construction Plan, Initial Project Proposals (IPPs) Funding Development and Final Project Proposals (FPPs) Funding Development.

Interested firms/consultants will be given viewing access to Fusion (one user per firm) to properly evaluate work needed.

Project 1: Space Inventory update and validation, Fusion Platform

Update District's Space Inventory Data FUSION. Following guidelines of the Space Inventory Handbook or most current guidelines. Provide draft to the District for review and submission.

Scope includes, and is not limited to, adding the following new buildings into Fusion, Landscape Nursey Technology, Student Union Center, Instructional Complex 1 and Tennis Center. In addition to validation of existing data entered.

Project profiles are listed on website: <https://www.swccd.edu/swc-community/propositions-r-and-z/index.aspx>

Project 2: Five-Year Construction Plan

Update the Annual Five-Year Construction Plan in FUSION in accordance with the State Chancellor's Office Facilities Planning Manual. The Five-Year Construction Plan includes:

1. Vision Plan, Phases 1 and 2
2. Sustainability Plan High Level
3. Facility Plan Summary.

Facilities Vision Plans can be found at <https://www.swccd.edu/swc-community/propositions-r-and-z/facilities-master-plan.aspx>

Project 3: Initial Project Proposals Funding Development

Develop and prepare Initial Project Proposals and all associated documentation required for submission in the State Chancellor's Office FUSION System. Update existing IPPs in FUSION as needed or as required for the annual submission. The IPPs will need to be reviewed, updated (if needed), and resubmitted. New IPPs may be added at each college, and some may be removed from the Five-Year Construction Plan.

Project 4: Final Project Proposals Funding Development

Develop and prepare Final Project Proposals and all associated documentation as required for submission in the State Chancellor's Office FUSION System. Update existing FPPs in FUSION as needed or as required for the annual submission.