



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda and Minutes

September 11, 2023

Call to Order: 5:02 pm. The meeting ended at 6:33 pm.

Members Present: Mogge, J; Lanzar, T; Holt, E; Oostenbrink M; Goldstein, R (also attended by Sells, D and Oda, J)

Members Absent: Echeverry, B

Agenda:

Approval of August 21st Minutes: The minutes from the last meeting were approved.

Review of Action items (AIs) and Continuity of Effort Items (CoE)

All – in the order of the minutes:

Eric scheduled 5 separate portal demonstrations via zoom. All were well attended and much knowledge of portals was gained. Action closed.

Michiel to send requirements list to committee members for review – action remains open; Michiel presented the draft to the committee and will send the digital copy for members to review prior to next meeting.

John presented the RFP draft outline to WCA attorneys and received comments back. Action closed.

John took the action to work with Blakely to get the meeting announcement to VMs; Action remains outstanding. John will reach out once more to Blakely to determine her interest in supporting the RFP committee going forward.

John to brief the RFP committee on September 11 on various procurement methods we may consider for the RFP. Action remains open and was moved to September 18 meeting.

Functional Leader Updates (as needed)

Update on the requirements spreadsheet – Michiel presented the detailed requirements in both word and excel format. He indicated the spreadsheet was built from scratch using the existing contract, the GPI time task audit, information from the market analysis and CAI information. The tasks were grouped into like-minded items and categorized. Words were added around bullet items for easier submittal into the overall requirements list in the RFP. He still needs to add labor hours. The timing allowed only half of the list to be reviewed by the committee. A new action was levied for committee members and guests to review the list and provide detailed comments by Friday, September 15 for John to consolidate in time for next week's meeting. Michiel will send out electronically to all attendees.

[Updated since the meeting.] Over this past week John went back and reviewed his initial estimate on “should cost” task and found some errors. The updated information follows.



There approximately 200 hours of work worth about \$11K for tasks being accomplished that are not in the contract and approximately 600 hours of work in the contract that have only a minimal effort, is done by non-GPI staff or is just not being done. These hours equate to \$35K. This nets about \$24K and creates an offset to address. The calculation sheet was forwarded to Michiel to update the master spreadsheet. There are two areas that need more labor applied and it was not surprising to see that they were the violation inspections and inspections after the violation was claimed to be resolved.

Update on the RFP Outline and writing team as reviewed by the legal team – John presented the outline for the RFP with writing assignments and asked for questions and commitments. A volunteer is still needed for the Pricing and Price Proposal Requirements portion.

Open Discussion:

1. Team discussion on the approach to use in getting VM and resident feedback on the services list and team. – This item was postponed for a future meeting.
2. A question was asked about getting an announcement out to potential vendors. A brief list of suggestions included: CAI, original list of companies from the Exploratory Committee, Florida DPR, etc. More to follow on this.

Recorder - Recap of AIs and CoEs from this meeting: Terry

John to reach out to Blakely re: her interest in remaining on the RFP committee and her commitment to working with VMs/residents on the services list.

Michiel to send out electronic format of requirements – both Word and Excel format

Attendees to review and comment on detailed requirements by Friday, September 15.

Next Team Meeting: Sept 18 - 5PM same location

Atch1 (below)

RFP Outline



ATTACHMENT 1

OUTLINE FOR THE WCA PROPERTY MANAGEMENT REQUEST FOR PROPOSAL (RFP)

AS OF SEPTEMBER 8, 2023

- I. **(John for sections I through V)** Association Contact Information (this short section provides the WCA BoD information)
- II. Association Legal Advisor (Shumaker's information)
- III. Legal Provisions:
 - a. Proposals become the property of the Association
 - b. Non-confidential and open to inspection
 - c. Rights of the Association to reject
 - d. No obligation to award
 - e. Lowest price is not binding
 - f. Indemnifications (hold harmless the association)
 - g. Renewal and termination terms
 - h. Submission requires disputes and claims resolved in Hillsborough County
- IV. Authority to Solicit Proposals (the resolution that establishes this RFP and the authority to solicit proposals)
- V. Intent of the Request for Proposal. (A couple of paragraphs that convey our intent in seeking proposals)
- VI. **(Eric)** Description of Association
 - a. Number of Units
 - b. Recreational Facilities
 - c. Governing Structure
 - d. Neighborhoods and Neighborhood Associations
 - e. Committees
 - f. Employees
 - g. CDD
 - h. Unique features of WCA
- VII. **(Terry)** Procurement and Evaluation Methods. (a couple of paragraphs that explain how we intent to solicit and evaluate the packages)
 - a. I know this is a committee or perhaps new subcommittee discussion to be had, but I am of the strong opinion that there is enough market interest from the work of the exploratory committee that we can successfully get at least three or four fully qualified companies to bid this work. If this is where we land and we get BOD concurrence then we can do a 2-step procurement where step 1 is to rank order the responses from a technical merit standpoint and then ask those companies for a BAFO price as a step 2 and hopefully award without negotiations.)
- VIII. **(Terry)** Submittal Requirements and Milestones.
 - a. Page limits, minimal requirements, CVs of proposed manager etc.
 - b. Submittal method
 - c. Schedule of submittals
- IX. **(Terry)** General Provisions of the RFP.



- a. Statutory Requirements
 - b. Site Walk
 - c. Interviews
- X. (Michiel and Eric) Technical Requirements: Scope of work/specifications
- a. Basic mandatory services
 - b. Services unique to WCA
 - c. Minimum Qualifications
 - d. Mandatory contractual provisions
- XI. (Need a volunteer) Pricing and Price Proposal Requirements
- a. Terms and conditions for cost increases