



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda and Minutes

September 18, 2023

Call to Order: 5:05 pm. The meeting ended at 6:37 pm.

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

Members Absent: Echeverry, B

Agenda:

Approval of Sept 11th Minutes: The Revision 1 meeting minutes (as modified by John Mogge) were approved.

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

John - Introduction of Russ Crook – Russ has graciously volunteered to join the RFP committee. This needs to be approved by the Board. Michiel accepted an action to forward the board a request so that the committee doesn't have to wait until the October board meeting. It can be approved by the Board and then ratified at the October meeting.

The following action items were closed:

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. There has been no response to numerous emails or phone calls. At this point, the committee assumes no further interest on her part. Action closed.

Michiel to send out electronic format on requirements – completed; action closed

Attendees to review and comment on detailed requirements – completed; action closed

Functional Leader Updates (as needed)

Review comments on the requirements document – Michiel displayed the comments and requirements to the group for discussion. See below.

The Baseline cost from labor task audit was postponed for the next meeting.

Updated RFP Outline – (attached below as a working draft) All agreed to their respective assignments. Eric and Rick have completed two sections.

Open Discussion:

1. Team discussion on the requirements spreadsheet – the committee reviewed and modified about half of the requirements list. The remaining items will be reviewed at the next meeting.



2. Team discussion on the approach to use in getting VM and resident feedback on the services list and team. Jeff took on the responsibility of coordinating VM and resident feedback on the services list. This was initially assigned to Blakely.

Recorder - Recap of AIs and CoEs from this meeting:

Michiel and Rick will request board approval of Russ Crooks to be added to the RFP committee so that the committee does not have to wait until the next board meeting to engage.

Next Team Meeting: Sept 25 - 5PM same location

Atch1

Updated RFP Outline

Outline for the WCA Property Management Request for Proposals (RFP) - a/o Sept 21

- I. **(John & Terry for sections I through IV)** 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. **(Rick)** Intent of the Request for Proposal. (A couple of paragraphs that convey our intent in seeking proposals)

The Westchase Community Association is issuing this Request For Proposal (RFP) for sealed proposals from qualified, well-respected community property management companies with experience in providing property management to large community associations with athletic and recreational amenities.

In general, selection will be based upon a management company's ability to provide certain administrative, accounting, financial, and management duties including expertise providing best practice guidance and operation of the Westchase Community Association.

Westchase is a master-planned deed-restricted community with over 3500 homes complete with athletic and recreational amenities and requires on-site CAMs.



VI. All terms, conditions and processes included in this RFP must be met for a response to be qualified as met. A submission that fails to meet any material terms, conditions, requirements or procedures of this RFP may be disqualified.

VII. **(Eric)** Description of Association

Number of Units

Westchase is a Planned Urban Development (PUD) on 1200 acres. Currently there are 3,514 occupied residential units. Westchase is a deed-restricted community. The Articles of Incorporation, Conditions, Covenants and Restrictions (CCR's), Bylaws and Residential Guidelines are Master Documents that govern all members of the Association.

Recreational Facilities

There are two recreational centers on the property for the use of Association Members and guests. There are two junior Olympic size pools, both of which are heated and open year-round. There are 8 fully enclosed tennis courts, 6 dedicated pickleball courts, an Activities Room, 4 enclosed bathrooms and several other buildings that serve as office and/or equipment rooms. Residents have the ability to make reservations for the use of the tennis courts and the activities room.

Governing Structure

Government of the community consists of a board of directors. It is of utmost importance to the Board to maintain and improve the facilities as well as the homeowners' property value and assure compliance with the CCR's, while at the same time demonstrating that the community is oriented to being a friendly place to live.

Each neighborhood has an elected representative called a Voting Member. The Voting Members have the power to elect and remove board members, and to also cast unit votes to determine changes or additions to the master documents.

Neighborhoods and Neighborhood Associations

The community consists of many separate neighborhoods, each with distinctive architectural features. Separate residential guidelines exist for each neighborhood. Currently, the largest neighborhood has 420 units, and the smallest has 30. Additionally, there are a number of separate sub-associations representing individual neighborhoods. These "Sub-HOA's" have separate and additional Articles of Incorporation, CCR's, By-laws and management companies. The master Association maintains jurisdiction over all Westchase Community neighborhoods, including those that may be governed by any additional owner association.

Committees

Various standing committees advise the Board on specific areas of interest, including but not limited to a Covenants Committee, Modifications (Architectural) Committee, and Variance Committee.

Employees

The Association has assumed responsibility for the design and management of limited recreational programs (i.e., summer camp) and use independent contractors for all tennis and



swim team activities. The association directly employs a full-time, on-site, recreational Facilities Manager and directly employs Lifeguards, Tennis Cabana Attendants and Summer Camp staff.

Community Development District

The Westchase Community Development District (CDD) is a local, special purpose government entity authorized by Chapter 190 of the Florida Statutes, as amended, and created by ordinance of Hillsborough County as an alternative method of planning, acquiring, operating, and maintaining community-wide improvements. Their primary functions are the maintenance of the parks, storm water systems, landscaping, lakes, retention ponds, street trees and the fountains in West Park Village.

Unique Features of the WCA

The World of Westchase News magazine (WOW) is the "Official Publication" of the Westchase community and an important community asset which ultimately belongs to every Westchase homeowner. The WOW serves the residents as the premier provider of Westchase news and information by publishing monthly and delivering to each resident at no cost.

- VIII. (John & 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.)
- IX. (Terry) Submittal Requirements and Milestones.
 - a. Page limits, minimal requirements, CVs of proposed manager etc.
 - b. Submittal method
 - c. Schedule of submittals
- X. (Terry) General Provisions of the RFP.
 - a. Statutory Requirements
 - b. Site Walk
 - c. Interviews
- XI. (Michiel, Rick, and Eric) Technical Requirements: Scope of work/specifications (This is to be the word document we are reviewing from Michiel in its final form) plus the other items below.)
 - a. Basic mandatory services
 - b. Services unique to WCA
 - c. Minimum Qualifications
 - d. Mandatory contractual provisions



- XII. (maybe Russ) (need a volunteer) Pricing and Price Proposal Requirements
 - a. Pricing Template & Requirements
 - b. Technical Proposal Requirements
 - c. Terms and conditions for changes