



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda and Meeting Minutes

November 13, 2023

Call to Order: 5:02 pm; the meeting adjourned at 6:05 pm

Members Present: Pithers, D; Mogge, J; Oostenbrink, M; Crooks, R; Goldstein, R, Lanzar, T; (also attended by Oda, J; Sells, D; Olivera J)

Members Absent: Holt, E

Agenda:

Approval of Nov 6th Minutes: With changes identified via email and since corrected, the minutes were approved.

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

All – in the order of the minutes if any

- John to add a request for vendor to develop a Performance Spec to be used for cybersecurity (rollover)

All – update on VM engagement, VM meeting, and FAQs – Dyan sent this information via email. Additional items were identified during the meeting. Dyan will update the document for all to review again.

All – committee member holiday absences (emails to Terry) – action was assigned for all members to send holiday absences to Terry to consolidate and share with the committee

Discussion items

Updates on finishing the procurement and evaluation plan and drafting the complete RFP document – Russ and Terry

Russ is working on consolidating what has been discussed in meetings with respect to screening and procurement process. Evaluation criteria and process also needs to be addressed. All members were requested to brainstorm evaluation criteria since this will be critical information for the RFP. Other discussion centered around the details of developing a bidders list, scheduling a bidder's conference, etc. This is a major milestone in the process and something that will need to be thought out in detail. Russ will develop a first cut at an invitation letter for bidders which will include information on a site walk, screening, etc. Rick and Dyan will research to identify potential candidates that could be responsive to the RFP.

Discussion on the material changes to the status quo and rationale for doing so for the board – John will communicate the below items to the board in order to avoid any surprises:

- Transition of employees from the WCA to the PMC – *moves the WCA out of an awkward and likely non-compliant employer’s position and lowers general liability*
- The transition from a paper focused set of services to a secure portal-based approach – *creates eventual cost efficiencies and meets younger buyer expectations.*
- The requirement for the PMC to provide facility maintenance capabilities – *more definable way to address the aging condition of our assets.*

Discussion on the proposed committee’s key actions and milestones (see below) – John will reflow the milestones and communicate these to the committee before next meeting.

Open Discussion or any new business:

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

- John to add a request for vendor to develop a Performance Spec to be used for cybersecurity (rollover).
- Dyan will update the FAQs for all to review. This effort will continue as long as the committee continues to identify potential questions from residents and VMs.
- Committee members will send Terry their holiday absences for consolidation and communication with the committee members.
- Russ to consolidate information regarding procurement method and screening for Terry to incorporate into the RFP text.
- All to brainstorm on evaluation criteria in preparation for next meeting.
- Russ to develop an initial draft of a bidder’s invitation letter.
- John will communicate the significant changes listed above to the board to avoid any surprises.
- John will reflow the milestones remaining for the RFP before next meeting.

Next Team Meeting: December 4 - 5PM same location

Key tasks, assumed durations and proposed milestones: (sequential) – to be revised by John

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| • VM and resident feedback complete – 2 weeks | Dec 20 |
| • Complete the draft RFP and Legal review – 2 weeks | Jan 8 |
| • Complete the procurement and evaluation plans? | Jan 8 |
| • Prepare Board Brief & Deliver Board Brief – 1 week | by Jan 19 |
| • Incorporate Board Feedback – 1 week | by Jan 26 |
| • Draft Final RFP, Evaluation and Procurement Plan – 2 weeks | by Feb 9 |
| • Issue procurement announcement to bidder’s list – 1 week | by Feb 16 |
| • Conduct bidder’s open house and site visit – 1 week notice | by March 1 |
| • Issue RFP to final bidders (using screening criteria) – 2 weeks | by March 15 |
| • Receive and respond to requests for information (RFIs) – 2 weeks | by March 29 |
| • Receive Proposals (30 days) | by April 29 |



The timeline for the Evaluation plan and negotiation actions are a function of the number of proposals received. Assumed to be 30-45 days including board approval.