



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda and Meeting Minutes

January 29, 2024

Call to Order: (Meeting is hybrid with a Teams invite) 5:06 pm; the meeting adjourned at 6:29 pm

Members Present: John Mogge (via Teams), Terry Lanzar, Dyan Pithers, Eric Holt, Russ Crooks, Michiel Oostenbrink; Mary Banks also attended.

Members Absent: Rick Goldstein

Agenda:

Approval of January 22 Minutes – the minutes were approved.

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

- John to request final RFP sufficiency review and legal section input from Schumaker (closed)
- John to accumulate and share email based VM and board member feedback (complete)
- Dyan to develop map of the community for distribution at the open house (open)
- Terry will update the invitation letter depending on board and VM review. (complete)

Discussion items

- Review and resolution of the remaining comments and highlighted sentences in the draft RFP – WCA Property Management Request for Proposals 01 25 2024 Clean for Committee. – All comments received to date including from the VMs, Shawn Yesner and SLK have been reviewed. Terry will incorporate into the final draft that will be distributed to the bidders at the open house. She will also update the comment log and send an email to the VMs, Shawn and Kathleen from SLK that GPI will post on the portal page.
- Open house logistics and action items (room set up, invitations, materials, slides, etc.) see plan (attached)
- Update on the RSVPs and do we think we have a competitive interest? – there are current 13 of 16 that sent RSVPs saying they plan to attend. One company responded with no interest. There are two that still have not responded. Terry will send out one more reminder.

Open Discussion or any new business:

Do we need to pulse the board again for any comments or take what we have and stay on schedule given that the board voted to give us permission to proceed with the pre-proposal and open house? The consensus of the committee is that we take what we've received to date and stay on schedule.



Given our collective adjudication of all comments including SLK's are we ready to call this our draft RFP and have it available to the potential bidders? The consensus of the committee was that we finalize what we have to date and consider it our final for the bidder's conference.

Can everyone attend the meeting and open house from 2P to 5P on the 7th? All that were present confirmed they can attend. John will check with Rick to determine his availability.

How best do we communicate the adjudication of the comments we have received? Do we want to invite the VMs or the other Board Members to attend the Open House? The consensus of the group was that John would include the info in his monthly report, sending it to the committee first for review and approval.

Dyan has documented the final schedule and will send to Terry to incorporate it into the RFP for the bidders. She will also insert the same schedule into her slide presentation.

Recorder - Recap of AIs and CoEs from this meeting:

- Terry will incorporate all changes into the final draft that will be distributed to the bidders at the open house. She will also update the comment log and send to the VMs, Shawn and Kathleen from SLK.
- Dyan to develop map of the community for distribution at the open house.
- Terry will send a reminder out to the two companies (of the 16) that have not sent their RSVP for the bidder's conference.
- Dyan will send final schedule to Terry to incorporate it into the RFP for the bidders. Dyan will also insert the same schedule into the slide presentation.

Next Team Meetings: Feb 5, 2024 same location. The main topic will be logistics and assignments for February 7 open house/bidder's conference.

Updated Workplan – Milestones, tasks, and leader:

Date	Activity	Milestone	Lead (s)
Jan 22	Committee Meeting	Address feedback	John
Jan 29	Final Review of all unresolved comments	Draft Final RFP ready for preproposal meeting	All
Feb 1	Board Report		John
Feb 5	Committee Meeting		John
Feb 7	Open house (Preproposal Meeting) and site walk – RFI period opens		All
Feb 19	Committee Meeting		John



Attachment:

WCA RFP Pre-bid and PMC Site Walk Workplan

Day: Feb 7 Time: 2:00 to 5:00 Location: Westchase Activities Room at the S&T Center off Countryway. (confirmed) Who: All committee members are asked to attend. Invite the board members but try to have at least two.

John will prepare an agenda for the afternoon and that will be distributed by Terry to all firms by email who have confirmed their interest in attending.

What we want to achieve:

- Create interest in our opportunity from a competitive perspective.
- Get to know and be known to the companies attending.
- Explain that this opportunity has not be available for the past 15 years so the RFP Committee was formed at the request of the VMs and by a board resolution.
- Communicate that we believe we are at a key turning point in the history of Westchase where we can continue to be a highly desirable residential and commercial community or we can begin to gentrify and that the provisions of the RFP helps ensure the former.
- Explain our opportunity in more detail and what our core expectations are for the successful company.
- Clearly communicate the key provisions and best practices found in the RFP that were taken from our exploratory committee and are now in the RFP
- Clearly communicate how our selection process and feedback processes will work.

What we want from the attendees:

- Feedback on the draft RFP and what might need more description or clarity through our Request for Information (RFI) process.
- Ideas on how to make the RFP better and innovative ideas that will help us achieve our intent. (RFI Process or in your proposal should you decide to submit one)
- Best value for a fair price that members can accept.
- Collaborative responses that show how a master can work effectively with sub-associations and the CDD to create integrated value for the association members.

Logistics:

- Invites and confirmations and advanced agenda, business card
- Handouts – fact sheet on the RFP committee, and the draft RFP (paper and electronic)
- Room set up to include sign in, projection, seating, parking and entrance control
- Company ambassador assignments (assume 3 companies per member)
- Site walk guides for the map of the community and in person at each of the main facilities – Village S&T, WCA office, Westchase S&T.