



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda & Meeting Minutes

January 8, 2024

Call to Order: 5:01 pm; meeting adjourned at 6:10 pm

Members Present: John Mogge, Terry Lanzar, Eric Holt, Russ Crooks, Mike Oostenbrink, Dyan Pithers; also attended by Joe Oda and Dale Sells

Members Absent: Rick Goldstein

Agenda:

Approval of Dec 11th Minutes (and the other work streams accomplished over the holiday):

- All to brainstorm on evaluation criteria (see discussion below) – (Complete)
- Michiel to forward updated requirements list to committee members and guests. (Complete)
- Dyan to action the work stream for the VM Emails and Meeting (Complete)
- Draft Final RFP completed as far as possible and communicated to the VMs and board. – John (Complete)
- All review the updated work plan and provide comments. (Complete)
- John to schedule presentation to the board on Jan 11th (Complete)
- John to send December Report and Updated timeline (Complete)
- John to request final RFP sufficiency review and legal section input from Schumaker (Pending)
- John to accumulate and share email based VM and board member feedback (Open)

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

Draft final RFP, Procurement Plan, Evaluation matrix, potential bidders list and VM Materials and preparation are completed.

Bidders Information, preproposal meeting and site walk planning – Russ provided a draft invitation letter. It will be sent to 16 bidders that were identified during the exploratory committee. This will not preclude any other bidders from the solicitation.

Discussion items

Attendance and “logistics” for the Jan 9 VM meeting and the Jan 11th board meeting. Dyan and Michiel will be prepared for the VM meeting with their laptops so that the presentation to the VMs can be displayed. (Completed)

Discussion on remaining draft final RFP sections:

Section VIII. b & c. Submittal method and schedule (TL) – Terry will establish a generic email address for bidders to respond do and incorporate the latest schedule into the draft RFP.



Section X. 1.1.2.4 Contract Specifications – clarifications (EH) and subsection 1.1.4.1 subject matter expertise – definition needed (EH) – 1.2.4 “designated officers” will be replaced with “the property manager” and 1.4.1 “Subject Matter Expert” will be replaced with “Facility Maintenance Expert”. This will also require the Deliverables table and Appendix A to be changed.

Section X. 7.1.2 define PMC training (EH) – Will add “required legal and functional” to the paragraph to make it clear

Section X1. Pricing ... item C. T&Cs for changes (TL) this information should be provided by the WCA attorneys

Section XII. Anything missing (JM)

Open Discussion or any new business:

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

Terry will revise the schedule and insert into the meeting minutes for both December 11 and January 9 documents.

Terry will establish a Gmail account for John and she to manage the RFP process with prospective bidders.

Dyan will develop a map for bidders to use during the open house.

Next Team Meetings: Jan 9 VMs, Jan 11 Board, Jan 15 (regular meeting)

Updated Workplan – Milestones, tasks, and leader:

Date	Activity	Milestone	Lead (s)
Jan 9	VM In Person Meeting		Dyan & all
Jan 3 – 12	Incorporate VM feedback in RFP		All
Jan 3 – 12	Legal review and feedback		Schumaker
Jan 11	Board discussion of the VM presentation and feedback		John
Jan 15	Committee Meeting	Address feedback	Terry
Jan 16	Informational Announcement to Bidder’s list	Market outreach	Terry
Jan 22	Committee Meeting	Address feedback	John
Jan 22	Incorporate Board feedback	Draft Final RFP and board approval to advertise	All
Feb 1	Board Report		John
Feb 5	Committee Meeting		John
Feb 7	Open house and site walk – RFI period opens		All
Feb 19	Committee Meeting		John

