



## WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Minutes

December 11, 2023

**Call to Order:** meeting was called to order at 5:01 and adjourned at 6:24

**Members Present:** Michiel Oostenbrink, Eric Holt, Rick Goldstein, Russ Crooks, Dyan Pithers and John Mogge, resident Joe Odda

**Members Absent:** Terry Lanzar

### **Agenda:**

**Approval of Dec 4<sup>th</sup> Minutes:** minutes were approved

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

- Michiel and Rick still provide their holiday absences to Terry for consolidation. (OBE) as the next meeting will be Jan 8<sup>th</sup>.
- All to brainstorm on evaluation criteria (see discussion below)
- Michiel to forward updated requirements list to committee members and guests. (OPEN) Michiel committed to transmit the technical requirements by the morning of the 12<sup>th</sup>
- Dyan to send FAQs and requirements to VMs upon receipt of updated requirements list from Michiel. (OPEN) Dyan will transmit to the VMs on the 12<sup>th</sup> or the 13<sup>th</sup>.
- Terry to update the deliverables table upon receipt of updated requirements table from Michiel. (OPEN) pending receipt of the technical requirements document.
- All review work plan and provide comments. (CLOSED) see discussion below.

### **Discussion items:**

- Discussion on the usefulness of the FL DPBR extraction which ended in agreement was not something we could use. The committee discussed the nature of the exploratory committee's list of firms and agreed to quickly review the exploratory committee's long list (approximately 40 firms) as a reasonable proxy bidders list. Eric immediately provided the list to the committee members by email.
- The criteria for inclusion on this list were revisited and no changes were needed.
- The committee discussed the concern from the board about the time it was taking to complete our work. We agreed we could accelerate our timeline early next year and those revised milestones are shown below. The committee agreed to Feb 7<sup>th</sup> as the date for the site walk and bidders meeting. The action lies with Russ to use the list, the requirements from Michiel and the letter of announcement and prepare the invitations. John will assist with this effort.

### **Open Discussion or any new business:**

The committee discussed the email chain regarding the current employees being alerted to the proposed change in the RFP for their positions to be a function of the PMC. We agreed that this



issue remains with the board. In a post-meeting discussion, John offered to assist Michiel in his board member capacity to outline the pro's and con's of the proposed change.

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

- Michiel to send the technical requirements by Dec 12<sup>th</sup>
- Eric to send the list of companies from the exploratory committee's report (completed)
- Dyan to review the proposed bidder's list for obvious omissions and provide her input to Eric and Russ.
- Dyan to prepare a Flow Agenda/Map for bidder's day. Note: Let's call this a preproposal meeting going forward.
- John to reflow the milestones to condense the actions in Jan and Feb and respond to the board email inquiring into the time it is taking to complete the committee's work. Based on the discussion on the 11<sup>th</sup> I was able to trim almost 4 weeks off the overall flow of the work to the date the bids are due.
- All – reserve the 9<sup>th</sup> for the VM meeting and the Feb 7<sup>th</sup> from 2 - 5P for the site walk and bidders meeting. John, Russ, and Terry reserve the Swim and Tennis Center Activity room for Feb 7<sup>th</sup> and organize the set up and refreshments. Everyone has been asked to brainstorm potential questions from the bidders and prepare proposed responses. We will review this work by email before the next meeting on Jan 8<sup>th</sup>.

**Next Team Meetings, Events and Milestones:** Jan 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup>

**WCA RFP Committee Milestones or Activities and Proposed Schedule\_r3**

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
<b>Jan 11</b>	<b>Board discussion of the VM presentation and feedback</b>		<b>John</b>
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
<b>Feb 7</b>	<b>Open house and site walk – RFI period opens</b>		All
Feb 19	Committee Meeting		John

