

Tollgate Crossing Metropolitan District No. 2

December 8, 2023

Dear Management Consulting Firm:

RE: Tollgate Crossing Metropolitan District No. 2, Request for Proposals for Management Services

The Board of Directors (Board) of the Tollgate Crossing Metropolitan District No. 2 (District) would like to invite you to submit a proposal for management services to the District commencing January 2024. This RFP is due December 15, 2023 before 5:00 p.m. Mountain Standard Time in electronic format to the District's general counsel, Zachary P. White, zwhite@wbapc.com.

DESCRIPTION OF THE DISTRICT

The District is a Colorado Special District under Title 32, Colorado Revised Statutes. The District is located entirely in the City of Aurora, Colorado and includes low-density residential property (95% detached single family homes and 5% townhomes). There are a total of 1,261 homes in the District, with an approximate population of 4,000 residents. The District owns and operates a clubhouse that is rented to residents, swimming pool, community park, common area landscaping including the "tree lawn" adjacent to collector streets, entrance monuments, perimeter fencing, and a covered bridge. The District is completely "built out" with no undeveloped land remaining in the District. Since 2019, the District collects substantially all its operations revenue through property taxes; accordingly, there are no monthly operations fees billed or collected (although there are some delinquent accounts from 2018 that are in collections with the District's legal counsel). The District does not have any employees; all services are contracted out. The Incumbent management contractor, Clifton Larson Allen (CLA), performed management services for the District from 2009-present.

The District's primary contractors are:

- a. General legal counsel
- b. Accountant
- c. Auditor
- d. Landscape contractor
- e. Snow removal contractor
- f. Clubhouse cleaning contractor
- g. Pool services contractor
- h. Lighting contractor
- i. Management services contractor (this Request for Proposal).

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SCOPE OF SERVICES

Below you will find a scope of services for the management portion of the RFP that the District would like all proposals to address.

Management Services

1. Coordination of all regular and special Board meetings to include:
 - a. Preparation and distribution of the agenda and information packets.
 - b. Preparation of meeting minutes.
 - c. Attendance at Board meetings (the Board holds monthly meetings).
 - d. Assistance in preparation, filing and posting of legal notices required in conjunction with the meeting, in coordination with legal counsel.
 - e. Other details incidental to meeting preparation and follow-up.
 - f. Maintain lists of persons and organizations for correspondence.
2. Repository of a portion of the District's official records, including security camera recordings, homeowner correspondence, bids and quotes, reservation calendars, invoices, insurance claims, homeowner payments, vendor correspondence, recordings or meetings, and facilities reports (EXCLUDING records maintained by legal counsel and accountant).
3. 24/7 answering services including immediate response to urgent matters.
4. Assist in conjunction with the District's accountant and Board in the preparation of the proposed budget when necessary and management of the budget.
5. Monthly review of all claims and coordination of bookkeeping entries with the District's accountant.
6. Insurance administration, including evaluating risks, comparing coverages, processing claims, completing applications, monitoring expiration dates, processing routine written and telephone correspondence, etc. Ensure that all District contractors and subcontractors maintain required coverages for the District's benefit.
7. Bidding, contract and construction administration, and supervision of contractors.
8. Responses to routine inquiries, questions, and requests for information regarding the District, in coordination with legal counsel.
9. Provide liaison and coordination with other governments and agencies.
10. Confer with and coordinate legal, accounting, engineering, auditing, and other professional services to the District by those professionals and consultants retained by the Board.
11. Monthly reports to the Board regarding the status of District matters and actions taken or contemplated by the District Manager on behalf of the District.

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12. Periodic coordination with the District's accounting firm and auditor of all financial report preparation and review of financial reports including the annual audit.
13. Represent the District with other entities and bodies as requested by the Board of Directors, in coordination with legal counsel.
14. Provide coordination and administration for the continuing revision of the District's Rules and Regulations, in coordination with legal counsel.
15. The District Manager shall cause to be deposited all funds collected in accounts established by the District. Funds on bank deposit shall be held in trust for the District.
16. Application and administration of grants and other funds as directed.
17. Framed Aerial Photographic Mapping of the District, if requested.
18. Videotaping or other imaging of problems or conditions that the District desires for purposes of providing a permanent record or presentation.
19. Maintain inventory of District property.
20. Maintain a reservation calendar for the District's facilities, including clubhouse, and coordinate requests for rentals, collect deposits, control key/keycard access for entry, verify condition of facilities after rental, and return deposits.
21. Coordinate resident access to recreation facilities, including swimming pool key/keycard access.
22. Periodic inspection of District facilities, including reporting any damage or maintenance needs to appropriate contractors or the District's Board.
23. Inspect and supervise work performed by District's contractors, including the following contractors:
 - a. Landscape
 - b. Snow removal
 - c. Swimming pool
 - d. Clubhouse cleaning
 - e. Lighting

OTHER INFORMATION

1. The Board is interested in a manager who can provide on-site management services (2-3 days per week) and may give preference to proposals that include on-site services.
2. With respect to fee structure, the Board would like to see a proposed monthly rate to cover the basic scope of services, and proposed rate structure for additional scope.

For all information requests contact the District's legal counsel, Zachary P. White, at zwhite@wbapc.com or call at 303-858-1800.

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Thank You,

Board of Directors, Tollgate Crossing Metropolitan District No. 2