CITY OF ROLLINGWOOD
CITY COUNCIL MEETING
AGENDA

Wednesday, June 17, 2026

Notice is hereby given that the City Council of the City of Rollingwood, Texas will hold a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on June 17, 2026 at 7:00 PM. Members of the public and the City Council may participate in the meeting virtually, as long as a quorum of the City Council and the presiding officer are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public may watch this meeting live and have the opportunity to comment via audio devices at the link below. The public may also participate in this meeting by dialing one of the toll-free numbers below and entering the meeting ID and Passcode.

Link: https://us02web.zoom.us/j/5307372193?pwd=QmNUbmZBQ1IwUlNjNmk5RnJrelRFUT09

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 530 737 2193

Password: 9fryms

The public will be permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. If a member of the public is having difficulties accessing the public meeting, they can contact the city at citysecretary@rollingwoodtx.gov. Written questions or comments may be submitted up to two hours before the meeting. A video recording of the meeting will be made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

CALL REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

PUBLIC COMMENTS

Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Council with regard to matters on the agenda will be received at the time the item is considered.

PRESENTATIONS

2. Report on the status of the Zilker Clubhouse remodel and City of Austin security measures in connection with Arnulfo Alonso Way

3. Presentation and discussion of the police department's community safety campaign prepared by citizens related to law enforcement and resident awareness

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the City Council and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a City Council Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

4. Discussion and possible action on the minutes from the May 13, 2026 City Council meeting

5. Discussion and possible action to approve the Rollingwood Women's Club Fourth of July Parade and Celebration in the Park on Saturday, July 4, 2026

REGULAR AGENDA

6. Discussion and possible action regarding an appointment to fill a vacancy on the Rollingwood Community Development Corporation (RCDC) Board

7. Discussion and possible action on installation of a valley gutter at the intersection of Vale Street and Bettis Boulevard and other water diversion structures, including a drainage memorandum from WSB

8. Discussion and possible action regarding the project scope and authorizing the mayor to prepare a bid package for the proposed off-leash area and parking lot improvements at Rollingwood Park

9. Discussion and possible action on the Request for Qualifications for Owner's Representative Services for City Hall Improvements

10. Update and discussion on the proposed firm water contract with the Lower Colorado River Authority (LCRA) for the purchase of up to 499 acre-feet per year of raw water

11. Discussion and possible action on proposed ordinance amending Ch. 107, Section 107-3 of the Rollingwood Code of Ordinances related to Playhouses and Playscapes

12. Update and discussion on proposed amendments regarding tree protection standards and requirements during construction activities

13. Discussion and possible action on development of an oak wilt prevention, mitigation, and remediation program

14. Discussion and possible action regarding the adoption of regulations governing the acquisition and use of surveillance technology to ensure accountability and responsible use

15. Discussion and possible action on authorizing the Mayor and staff to issue a Request for Proposals for cameras and technology infrastructure

16. Discussion and possible action on the City of Rollingwood's sign ordinance regarding education, enforcement, and potential changes to the Code of Ordinances

EXECUTIVE SESSION

17. Executive session pursuant to section 551.074 of the Texas Government Code for discussion of personnel matters regarding the applications for and the appointment of a City Secretary

18. Executive Session pursuant to Texas Local Government Code section 551.071 Consultation with Attorney regarding regulation of access to Almarion Way

19. Executive Session pursuant to Texas Local Government Code section 551.071 Consultation with Attorney regarding Marcie v. City of Rollingwood

REGULAR AGENDA, CONTINUED

20. Discussion and possible action on a recommendation by the Mayor to employ a City Secretary

REPORTS

All reports are posted to inform the public. No discussion or action will take place on items not on the regular or consent agenda.

21. City Administrator's Report

22. Chief of Police Report

23. Municipal Court Report

24. City Financials for May 2026 - Fiscal Year 2025-2026

25. RCDC Financials for May 2026 - Fiscal Year 2025-2026

26. Contract Invoices - Crossroads Utility Services, Water and Wastewater Service, K. Friese + Associates, City Engineer

27. Crossroads Utility Services Report on Water and Wastewater

28. City Engineer Report - K. Friese + Associates

29. Travis Central Appraisal District and Tax Assessor - Notices, Letters, Documents

30. Texas Gas Services - Notices, Letters, Documents

ADJOURNMENT OF MEETING

CERTIFICATION OF POSTING

I hereby certify that the above Notice of Meeting was posted on the bulletin board at the Rollingwood Municipal Building, in Rollingwood, Texas and to the City website at www.rollingwoodtx.gov at **TIME** on **DATE.**

NOTICE -

The City of Rollingwood is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact the City Secretary, at (512) 327-1838 for information. Hearing-impaired or speech-disabled persons equipped with telecommunication devices for the deaf may call (512) 272-9116 or may utilize the stateside Relay Texas Program at 1-800-735-2988.

The City Council will announce that it will go into executive session, if necessary, to deliberate any matter listed on this agenda for which an exception to open meetings requirements permits such closed deliberation, including but not limited to consultation with the city's attorney(s) pursuant to Texas Government Code section 551.071, as announced at the time of the closed session.

Consultation with legal counsel pursuant to section 551.071 of the Texas Government Code;
discussion of personnel matters pursuant to section 551.074 of the Texas Government Code;
real estate acquisition pursuant to section 551.072 of the Texas Government Code;
prospective gifts pursuant to section 551.073 of the Texas Government Code;
security personnel and device pursuant to section 551.076 of the Texas Government Code;
and/or economic development pursuant to section 551.087 of the Texas Government Code.
Action, if any, will be taken in open session.

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Agenda Item:

Roll Call

Description:

This item allows the Mayor or presiding officer of the meeting to call the meeting to order and establish the presence of a quorum of Rollingwood's elected officials. The attendance of the Mayor, Councilmembers, and key members of staff is later recorded in the official meeting minutes.

Current Elected Officials

Mayor Gavin Massingill

Mayor Pro Tem Sara Hutson

Councilmember Brook Brown

Councilmember Kevin Glasheen

Councilmember Phil McDuffee

Councilmember Kevin Schell

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff on behalf of Councilmember Brook Brown

Agenda Item:

Report on the status of the Zilker Clubhouse remodel and City of Austin security measures in connection with Arnulfo Alonso Way

Description:

This item is to give an update on the $6 million Zilker Clubhouse remodel and security measures. The City of Austin has four stated objectives for the project:

- Improve deteriorated conditions of the Clubhouse facility while preserving the historic character and the unique architectural details;
- Address accessibility and compliance code updates and systems upgrades (including a feasibility study regarding the installation of an HVAC system);
- Evaluate and enhance site use, wayfinding, interpretive information and parking; and
- Meet sustainability goals by implementing sustainable building practices necessary to conserve energy, water and other natural resources, promote human health and safety, and enhance a high-quality, enduring structure.

Community Impact wrote that the "City of Austin stated that there will be an increase of security enhancements, such as a security system with cameras and alarms, a non-climbable steel fence around the site perimeter, and a new driveway gate. Park rangers will also continue to patrol the area after construction is complete."

Currently, the City of Austin's anticipated schedule for the Zilker Clubhouse remodel is:

Summer 2020:	Conducted focus-group stakeholder engagement meetings and emailed surveys to past users of the site; Developed and documented the Schematic Design (complete, details below)
Fall 2020:	Held open House for interested public to review the Schematic Design (complete, details below)
Spring 2021:	Design Development Phase (complete)
Fall 2021:	Construction Documents and Permitting (complete)

Spring 2025: Reissue for bid (in progress)

Spring 2026: Construction begins

Summer 2027: Construction ends

The funding for Austin's rehabilitation of the Zilker Clubhouse comes from its Hotel Occupancy Tax (HOT), which supports projects and initiatives that meet allowable uses as defined under Chapter 351 of the Texas Tax Code.

Action Requested:

No action is necessary for this item

Fiscal Impacts:

No fiscal impacts are anticipated from this item

Attachments:

- https://communityimpact.com/austin/lake-travis-westlake/government/2026/05/19/6m-zilker-clubhouse-rehab-to-address-facility-deterioration-vandalism-incidents/#
- https://www.austintexas.gov/parks/projects/zilker-clubhouse-rehabilitation

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AUSTIN / LAKE TRAVIS - WESTLAKE / GOVERNMENT

$6M Zilker Clubhouse rehab to address facility deterioration, vandalism incidents



By Ben Thompson | 10:21 AM May 19, 2026 CDT
Updated 10:21 AM May 19, 2026 CDT



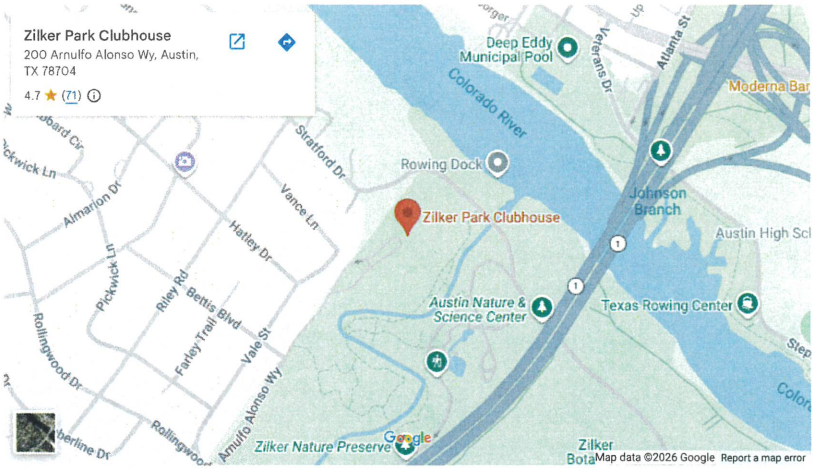
The historic Zilker Clubhouse is undergoing a $6 million project for facility improvements and security upgrades. (Courtesy city of Austin)



Austin officials will spend $6 million to renovate the Charles Page Zilker Clubhouse. Years of deterioration and multiple recent break-in incidents have damaged the historic structure.

What's happening

The nearly 100-year-old clubhouse, located in the Zilker Nature Preserve west of MoPac, is situated at Zilker Park's highest point and has traditionally served as an event venue.



The property requires multiple maintenance updates including a roof and lighting replacement; restoration of features like windows, doors and ironwork; parking improvements; accessibility upgrades and the installation of heating and air conditioning systems. Repair needs were also identified at Lookout Point, situated nearby in the preserve.

A city-backed restoration project came together years ago after community outreach, but never advanced. After the project was rebid in 2025, Austin Parks and Recreation is now readying for construction on the clubhouse later this year. That work will address maintenance concerns and add new deck and lawn areas.



"This project will benefit the community by retaining the site as an affordable rental venue, while enhancing the flexibility of the site to hold many types of group events," city staff reported.

City Council authorized a $6.07 million contract for the work with Phoenix 1 Restoration & Construction, the highest scorer in a public solicitation. The project is funded with historic preservation dollars from Austin's hotel occupancy tax revenue and is expected to be completed next year.

A closer look

While the clubhouse rehabilitation will address longstanding structural needs, the project is also aimed at deterring vandalism, which has become a frequent problem for the historic site.



A series of recent break-ins caused "significant damage" to the building and surrounding features, Parks Director Jesús Aguirre said in a May memo. Those incidents prompted the city to close and board up the facility last year and extend security patrols to the property.

The upcoming project will also add security enhancements for the clubhouse and surrounding property "to deter future vandalism and reduce the need for continued security expenditures," city staff said. That'll include a security system with cameras and alarms, a non-climbable steel fence around the site perimeter and a new driveway gate. Park rangers will also continue to patrol the area after construction is complete.



The city closed the Zilker Clubhouse area and increased security around the facility after recent break-ins and vandalism. (Ben Thompson/Community Impact)

Offering input

Council member Paige Ellis, who represents much of Zilker Park, including the preserve and clubhouse area, said she's excited to see the long-awaited improvements and safety upgrades.

"This is a very important moment, not only for protecting the history of the Zilker Preserve and the Zilker Clubhouse, but making it safer and more accessible to all," she said May 7. "We've had a lot of complaints over the years of folks going there after hours and breaking into vehicles that are owned by the city, and a couple other alarming situations that have happened out there."



Ellis also thanked Zilker-area residents for alerting the city about issues at the park, which she said will "help make sure that the Zilker Clubhouse continues to shine for decades to come."

By Ben Thompson
Government Reporter

Ben joined Community Impact in January 2019 after graduating with a degree in journalism from Northeastern University in Boston. He spent more than two years reporting on Montgomery County and The Woodlands area before moving to Austin in 2021 to cover City Hall and other news throughout the city. Contact Ben with questions, tips or feedback at bthompson@communityimpact.com, and follow him on X, formerly known as Twitter, @BThompson_CI.

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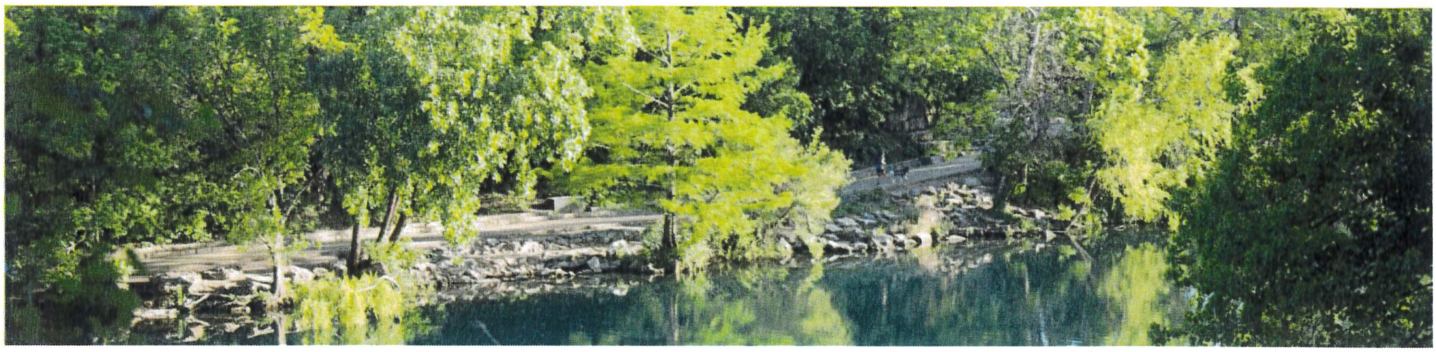

Zilker Clubhouse Rehabilitation

The Zilker Park Clubhouse Rehabilitation project will focus on general preservation and restoration of the building's character-defining features, prioritizing the flexibility of the site to host many types of groups and events, from weddings and parties to corporate or non-profit group events/retreats. A possible future-phased portion of the work includes plans to restore the historic structural elements framing the view from nearby Lookout Point. This project is in the bidding phase. **City Council District 8**



Background

Project Description

The Zilker Clubhouse requires extensive restoration to address a number of deteriorated conditions and systems, as well as ADA accessibility challenges. Currently, the building requires a new roof, window and door restoration, masonry cleaning and repainting, restoration of ironwork, multiple ADA modifications, replacement of exterior lighting, and parking and wayfinding improvements. The building may also require extensive systems upgrades to be determined by a feasibility analysis. The analysis will explore the possibility of the installation of an HVAC system. Nearby Lookout Point requires masonry repair and restoration of the wood pergola and will be included within the scope of the design project, although the funding for its restoration will come in a future phase.

The Zilker Clubhouse is located in the far western section of the park, known as Zilker Nature Preserve, west of Mopac. The facility and grounds will continue to be available to the public to rent for events during the project's design phase, however, the building will close to public rentals for a period of time during construction. This information will be communicated as it becomes available.

Objectives:

- Improve deteriorated conditions of the Clubhouse facility while preserving the historic character and the unique architectural details;
- Address accessibility and compliance code updates and systems upgrades (including a feasibility study regarding the installation of an HVAC system);
- Evaluate and enhance site use, wayfinding, interpretive information and parking;
- Meet sustainability goals by implementing sustainable building practices necessary to conserve energy, water and other natural resources, promote human health and safety, and enhance a high-quality, enduring structure.

This project will benefit the community by retaining the site as an affordable rental venue, while enhancing the flexibility of the site to hold many types of group events.

Anticipated Schedule

Please note that as in any construction project, schedules are projected as accurately as possible. All dates are subject to change due to the nature of construction and the weather.

- **Summer 2020:** Conducted focus-group stakeholder engagement meetings and emailed surveys to past users of the site; Developed and documented the Schematic Design (complete, details below)
- **Fall 2020:** Held open House for interested public to review the Schematic Design (complete, details below)
- **Spring 2021:** Design Development Phase (complete)
- **Fall 2021:** Construction Documents and Permitting (complete)
- **Spring 2025:** Reissue for bid (in progress)
- **Spring 2026:** Construction begins
- **Summer 2027**: Construction ends

Community Engagement

Previous community engagement efforts are posted below.

Virtual Open House
Nov. 10, 2020

- View Meeting Recording
- Presentation (PDF, 13 MB)

The Open House informed the community and interested stakeholders of the planned preservation work and functional improvements.

View survey results (survey open from June 1 to July 7, 2020)

The survey was shared with those who have reserved the space or acted as a vendor in this space.

Funding and Resources

The funding for the Rehabilitation of the Zilker Clubhouse is made possible through Hotel Occupancy Tax (HOT) funding to support projects and initiatives that meet allowable uses as defined under Chapter 351 of the Texas Tax Code. HOT revenue is an essential tool for the promotion of tourism and supports the growth of the tourism, convention, and hotel industry. Austin Parks and Recreation is an important partner in this effort as public parks, museums, and cultural centers are among the top tourist attractions in the City.

Call 3-1-1

Austin

For requests to reserve the Zilker Clubhouse for an event, please email: reservations@austintexas.gov.

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AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff

Agenda Item:

Presentation and discussion of the police department's community safety campaign prepared by citizens related to law enforcement and resident awareness

Description:

The Police Department proposes implementing the "9PM Routine," a community safety initiative developed in collaboration with citizens to encourage residents to secure their property each evening. Under the program, at 9:00 p.m., residents will be reminded to lock vehicles, remove valuables, secure homes, and turn on exterior lighting.

This initiative aims to reduce preventable crimes of opportunity by promoting awareness and consistent safety habits, strengthening the partnership between the Police Department and the community.

To support implementation, the Police Department will create a one-page informational handout, continued social media posts, and a video public service announcement (PSA) to promote participation.

Action Requested:

No action is required at this time.

Fiscal Impacts:

To be determined, based on printing and mailing costs and the frequency of such mailers.

Attachments:

No attachments.

CITY OF ROLLINGWOOD
CITY COUNCIL MEETING
MINUTES

Wednesday, May 13, 2026

The City Council of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on May 13, 2026, at 7:00 PM. Members of the public and the City Council were able to participate in the meeting virtually, as long as a quorum of the City Council and the presiding officer are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and is posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

CALL REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

   Mayor Gavin Massingill called the meeting to order at 7:00 p.m.

   Present Members: Mayor Gavin Massingill, Mayor Pro Tem Sara Hutson, Councilmember Brook Brown, Councilmember Kevin Schell, Councilmember Phil McDuffee, and Councilmember Kevin Glasheen

   Also Present: City Administrator Alun Thomas, Assistant to the City Administrator Lindsay Saenz, Chief of Police Kristal Muñoz, Development Services Manager Nikki Stautzenberger, and City Attorney Justin Plescha

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the April 14, 2026 Special City Council meeting

3. Discussion and possible action on the minutes from the April 15, 2026 Regular City Council meeting

4. Discussion and possible action on a resolution to reauthorize the use of online message boards or similar internet applications for certain municipal boards, commissions, and entities

5. Discussion and possible action regarding acceptance of Barry Delcambre's resignation from the Rollingwood Community Development Corporation

Councilmember Brook Brown moved to approve the Consent Agenda. Councilmember Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

REGULAR AGENDA

6. Discussion and possible action to approve the Fiscal Year 2026-2027 Budget Calendar

   Councilmember Brook Brown moved to approve the Budget Calendar for Fiscal Year 2026-2027. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

7. Update regarding the Boy Scout Troop service project to clean up the wilderness area in the northeast corner of the upper park

   Councilmember Kevin Schell recognized Steve Marcie and local Boy Scout troops 31, 2572, and 550 for completing a park cleanup project that removed a roll-off dumpster full of debris and deadwood from the northeast corner of the park. Public Works assisted with disposal efforts.

   Councilmember Kevin Schell moved to approve having the Mayor and staff draft a thank-you letter from the City Council thanking the Boy Scout Troops who helped in the cleanup. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

8. Discussion and possible action on creating a separate off leash dog park, reconfiguring the existing baseball facilities, sprinkler system, and the parking lots at the park; and advancing those projects with a project manager, design professionals, and engineering services to move the projects forward

   Councilmember Kevin Glasheen commended the Parks Commission, community members, and RCDC representatives for their collaborative and deliberative work on the park plans under consideration. Special recognition was given to Parks Commission Chair Melissa Morrow, commission members, community contributors, and landscape architect Kurt Arnette for their extensive efforts throughout the planning process, including numerous design iterations and public input discussions. Councilmember Kevin Glasheen noted that all proposed ideas were carefully considered and invited Chair Melissa Morrow to present an overview of the process and current plans.

   Parks Commission Chair Melissa Morrow thanked the Parks Commission, City Council, RCDC representatives, and community members for their collaboration and input throughout the park planning process. She emphasized the project's transparent and deliberative approach and noted that multiple design iterations incorporated public feedback and regulatory considerations before inviting landscape architect Curt Arnette to present the plan evolution.

   Curt Arnette of Sitio Design presented his designs and drawings from when he first started to where they are now.

   Councilmember Kevin Glasheen moved to approve "Plan 16" as the general design and layout for the park improvement project, including the revised parking lot layout, removal of the north parking lot area, irrigation improvements, and other conceptual elements discussed during the meeting, while recognizing that specific details such as fencing

would return for further review. The motion was seconded by Councilmember Kevin Schell. The motion carried with 5 in favor and 0 against.

Councilmember Kevin Glasheen asked that an item to discuss fencing be placed on the June City Council agenda.

Councilmember Brook Brown moved to approve the recommended next steps outlined in the Lochner memo related to engineering and drainage review for the proposed park improvements and directed that progress updates be reported back to City Council as the work proceeds. Discussion clarified that the review would focus on the approved concrete parking lot concept and associated drainage impacts, with additional analysis to be completed by Lochner as needed. Councilmember Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

9. Discussion and possible action to approve amending the compensation provided to members of the reserve police force

   City Administrator Alun Thomas presented a proposed ordinance amendment to resolve conflicts in City Code regarding compensation for reserve police officers. The amendment updated outdated references, authorized the Mayor or City Administrator to activate reserve officers as needed, limited reserve officers to 20 hours per week, and authorized the Mayor to set compensation rates not to exceed the base pay of a patrol officer.

   The council discussion included questions about workers' compensation and medical coverage for reserve officers.

   Councilmember Brook Brown moved to approve the proposed ordinance amendment to provide compensation to members of the reserve police force. Councilmember Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

10. Discussion and possible action on development of an oak wilt prevention, mitigation, and remediation program

    Councilmember Kevin Schell opened discussion on the continued spread of oak wilt within Rollingwood, noting that recent infections are consistent with the Forest Service's 2022 "Hot Zone" projections. He shared that two heritage oaks on his property were recently infected, and that after consulting an arborist who recommended fungicide injections, both trees have shown improvement. He noted this approach has proven effective when infections are identified early.

    Councilmember Kevin Schell further explained that he worked with the Mayor and staff to develop a draft ordinance framework for Council consideration. The framework is intended to establish a long-term, proactive City response focused on public awareness, prevention, early detection, treatment incentives, and formalized procedures to ensure continuity through future staff and leadership transitions. He noted that urban trenching is no longer widely recommended due to cost and limited effectiveness.

    Council and staff discussed a range of potential measures, including homeowner education on identifying and reporting oak wilt symptoms, regular arborist surveillance, and staff training to aid in early detection. Formalized neighbor notification procedures were also discussed for situations where infections are identified nearby. Treatment incentives were also proposed,

including temporary water-rate relief for affected homeowners to support intensive watering during treatment, administered similarly to the City's existing leak adjustment process, along with potential reimbursement assistance for qualifying treatment expenses to encourage early self-reporting. Discussion also addressed the heightened risk of spread posed by infected red oaks via beetle transmission and the importance of catching infections early for successful treatment outcomes.

Mayor Gavin Massingill and staff noted that formalizing the framework by ordinance would help ensure long-term continuity. Councilmember Phil McDuffee and other Councilmembers expressed support for taking proactive action and ensuring the process would not be delayed by scheduling constraints. Staff indicated that any water-use incentive program could be modeled after the City's leak adjustment process and potentially supplemented through future budget requests.

Council generally expressed support for continued discussion and further development of the proposal.

Council Member Kevin Schell moved to request feedback from the Utility Commission on the impacts of providing additional water usage above normal, at the city's cost plus an administrative fee, to support property owners impacted by oak wilt. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

11. Discussion, update, and possible action on installation of a valley gutter at the intersection of Vale Street and Bettis Boulevard and other water diversion structures

    Councilmember Phil McDuffee introduced this item, citing recent rainfall events and resulting damage to neighboring properties, and expressed a desire to move forward with remediation efforts at the Vale Street and Bettis Boulevard water diversion structures.

    City Administrator Alun Thomas provided an update on the engineering review process. As previously directed by Council, a second opinion was sought after Lochner presented two initial options — a valley gutter installation and a full intersection reconstruction. WSB has since conducted an additional survey of the property at 305 Vale Street, incorporating data from the prior detailed area survey. Staff indicated WSB is on track to deliver an initial draft proposal by May 22nd for staff review, with refinements expected over the following one to two weeks. The full proposal is anticipated to be ready for Council consideration at the June 17th regular meeting.

    Staff noted that WSB has conducted an in-depth hydrological and hydraulic study but has not yet sent over their recommendation. Mayor Gavin Massingill noted that based on recent rainfall observations, the valley gutter option appeared to be a viable solution, referencing that the diversion built at Hatley and Nixon performs well.

    Council requested that the WSB report be distributed to Councilmembers as soon as it is available so that questions can be addressed in advance of the June meeting so Council can be prepared to take action.

    No Action was taken on this item.

12. Discussion and possible action regarding the regulation, permitting, and adoption of fees for commercial motion picture and television productions

Mayor Gavin Massingill introduced this item, noting the City has no existing permit framework to handle commercial film or television production requests. A prior inquiry from a Fortune 100 company seeking to use City park space highlighted the gap. Staff presented a draft ordinance modeled after Beverly Hills' film permitting framework for Council feedback.

City Council discussion centered on limiting scope to truly commercial productions while excluding personal use, real estate, and similar filming. Council agreed the ordinance should not preemptively authorize use of City property, with such requests on a case by case basis. Councilmember Phil McDuffee cautioned that production companies often solicit bids from multiple cities and select the lowest bidder, and recommended an earnest money requirement to protect staff time. Councilmember Kevin Schell expressed skepticism about the overall benefit, suggesting the City be restrictive and that any exceptions be discussed at the Council level before staff engagement.

No Action was taken on this item.

13. Discussion on Google Fiber installation actions and status of service availability throughout the city

    Mayor Pro Tem Sara Hutson raised concerns about recent Google Fiber installation activity near the completed Hubbard-Hatley drainage project, noting that the newly restored areas had been disturbed without the City being notified. She also noted they did not completely clean up and that we aren't sure that what they re-applied to the soil is adequate. She further noted that her area of the City still lacks Google Fiber service and requested a timeline update.

    City Administrator Alun Thomas clarified that Google Fiber had returned to repair a fiber line severed during the drainage installation, and that staff had directed them to avoid the freshly repaved street during the repair which is why they were digging inside the curb. City Administrator Alun Thomas confirmed that construction is expected to be complete by May 20th, after which the system will transition to operations for customer signups. Development Services Manager Nikki Stautzenberger confirmed Google Fiber is permitted in three areas, Hubbard, Hatley, and Almarion Way, and that restoration requirements include darker fill material in newer paved areas to match existing surfaces. Staff acknowledged cleanup has been insufficient and indicated Public Works is monitoring compliance.

    No Action was taken on this item.

14. Discussion and possible action on various drainage issues throughout the city

    Mayor Pro Tem Sara Hutson opened discussion on various drainage issues throughout the City, noting that recent rainfall events had produced substantial video footage of problem areas.

    Councilmember Kevin Schell reported that the Pleasant/Nixon drainage project performed well during the recent storm event, which produced approximately two inches of rain in under 15 minutes. Water was directed as intended, with only a few areas identified by staff indicated that can be addressed by Public Works. Mayor Gavin Massingill credited Robert Dial's oversight of the project for its successful outcome. The Hatley storm drain was also observed functioning effectively during the event.

Mayor Pro Tem Sara Hutson raised that the Bettis and Inwood intersection near the Keller house is a drainage concern requiring engineering attention. Council and staff noted that the drainage inlet installed at the adjacent construction site is not located at the low point of the road, causing water to bypass the inlet and continue down the street. Recent modifications to the inlet did not address the underlying issue but were purely cosmetic. Mayor Gavin Massingill noted there are also irregularities with the curbing on the opposite side that should be looked at. Staff agreed that some relatively simple fixes could significantly improve conditions, and noted that future requests involving existing drainage features should be used as an opportunity to address known problems at the same time.

Councilmember Kevin Schell moved to authorize city staff to get a cost estimate for an initial assessment on potential improvements to the drainage infrastructure at Bettis and Inwood. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

15. Discussion and possible action regarding enforcement of ongoing compliance with drainage plans and water quality facilities that are required for issuance of building permits

    Mayor Pro Tem Sara Hutson raised concerns that residents have spoken to her about the fact that the City is not enforcing compliance with drainage plans and water quality facilities. She has been made aware of instances of water quality facilities not being maintained or being removed. There are enforcement measures mentioned in our code.

    Mayor Pro Tem Sara Hutson raised concerns about the City's enforcement of drainage plan requirements and water quality infrastructure tied to building permits. She noted resident complaints that the City is not enforcing its drainage requirements and cited several known instances where required infrastructure had been removed, altered, or never installed without enforcement action. She emphasized that the City's code requires features included in permitted plans to remain in service ongoing, and that enforcement tools and fines are available.

    Discussion between TCEQ-mandated water quality tanks and drainage structures included in the city-approved drainage plans. Mayor Gavin Massingill acknowledged that drainage structures modified from approved plans are the City's responsibility to enforce, and agreed that if a water quality tank is tied to a drainage plan, its removal would also warrant enforcement action. Mayor Pro Tem Sara Hutson referenced a prior incident in which the City's inaction resulted in a neighbor's yard being severely damaged, ultimately leading to a TCEQ fine against the responsible homeowner after the affected neighbor filed a complaint directly with TCEQ. She expressed a preference for the City to address such issues internally rather than relying on TCEQ intervention.

    Mayor Gavin Massingill indicated they would research available reporting mechanisms and committed to reviewing known drainage plans for compliance. Additionally, he noted that code enforcement is currently largely complaint-driven, but that staff will follow up on known issues.

    No Action was taken on this item.

16. Discussion and possible action regarding traffic control and enforcement throughout the city

    Mayor Pro Tem Sara Hutson raised several traffic safety concerns at various locations within the city that could benefit from additional controls to enhance public safety.

Mayor Pro Tem Sara Hutson raised safety concerns about the USPS blue collection box at the corner of Rollingwood Drive and Wallace Street, noting that vehicles cresting the hill on Rollingwood Drive from Zilker Park cannot see the intersection until they are upon it. She requested the mailbox be relocated to the Rollingwood Park parking lot. City Administrator Alun Thomas confirmed a relocation request is pending with the postal service. City Council also noted that existing striping on Rollingwood Drive should be inspected for fading, with Mayor Gavin Massingill suggesting restriping be included in the upcoming budget.

Mayor Pro Tem Sara Hutson described a dangerous situation on Bee Cave Road near the guardrail, where traffic can stop unexpectedly around a blind curve up to Rollingwood Drive with no advance warning signage. She noted that comparable intersections on the other side of Loop 360 feature elevated traffic signals, additional side-mounted signals, and flashing advance warning signs, none of which are present at this location. City Administrator Alun Thomas noted that a "watch for stopped traffic" sign is available in the standard sign manual and may be applicable. Staff indicated they are already in contact with the responsive TxDOT engineer regarding additional speed-limit signage along Bee Caves Road and will raise concerns about visibility and advance warnings at the same time.

Mayor Pro Tem Sara Hutson noted that many vehicles on Bee Cave Road will make a U-turn around the existing delineator posts, creating confusion and dangerous conditions. City Administrator Alun Thomas indicated he would contact the Westlake Police Chief to get a collaborative response.

Lastly, Mayor Pro Tem Sara Hutson noted that the driveway striping at the Trader Joe's development has faded entirely, creating lane confusion at the traffic signal. City Administrator Alun Thomas confirmed he has contacted the property owner multiple times without resolution. City Council suggested a formal letter from the Mayor may help prompt action.

City Administrator Alun Thomas provided an update on a resident request regarding traffic safety at the intersection of Timberline Drive and South Peak Drive. The primary concern involves vehicles traveling down South Peak and cutting the corner speeding onto Timberline Drive where children play. The resident had implemented their own traffic-calming measures and requested options such as speed bumps and stop signs.

Staff consulted with Police Chief Kristal Muñoz, Public Works Director Izzy Parra, and Robert Dial to assess options. A mobile radar device was deployed to collect speed data. A stop sign was considered but not recommended as a first step.

The planned response is the installation of double yellow centerlines using reflective thermoplastic beads, beginning on South Peak before the intersection, wrapping through the corner, and continuing onto Timberline Drive. Mayor Gavin Massingill requested that the white edge lines be restriped and pushed as far into the street as possible to narrow the travel lane. He also requested that the centerline be extended sufficiently down Timberline Drive to address vehicles approaching from below, noting that the existing curve-ahead sign is difficult to see.

Nancy Littlejohn, a resident of 5015 Timberline Drive, spoke regarding her concern about the corner of Timberline Drive and South Peak Drive and the safety of the area. She suggested that data should be collected and a possible traffic study.

Staff will proceed with striping improvements and monitor conditions before considering further measures.

No Action was taken on this item.

17. Discussion and possible action on establishing a deadline for submission of supporting documents for public meeting agenda items

    Councilmember Kevin Schell introduced this item, citing accessibility issues caused by the current practice of updating the agenda packet PDF after the agenda is posted. City Administrator Alun Thomas explained that the City's agenda management software combines the agenda and packet, meaning any update requires briefly unpublishing the agenda. This conflicts with the Open Meetings Act's continuous posting requirement during the three business days preceding a meeting. The only current workaround is updating the PDF directly, which, due to the size, is hard to access on mobile devices and lacks the links available in the HTML version.

    City Administrator Alun Thomas noted that the Open Meetings Act notice requirement applies only to the agenda, not the packet. Staff confirmed that the vendor indicated that same afternoon that any changes to posted content require that documents be fully recreated and republished, suggesting the current software may be unable to provide the needed functionality without a workaround or replacement. Councilmember Brook Brown suggested decoupling the agenda and the packet as a potential solution.

    Councilmember Kevin Schell offered to work with staff over the following month to identify a technical solution before any procedural changes are considered.

    No Action was taken on this item.

18. Discussion and possible action on the City Hall improvement project

    Mayor Gavin Massingill updated the City Council that the RFQ was published and that the City has proactively reached out to a few companies to respond; about 3 firms have confirmed they will submit. The bid opening is scheduled for Monday, June 8, 2026 at 10:00 a.m.

    No Action was taken on this item.

EXECUTIVE SESSION

19. Executive session pursuant to section 551.074 of the Texas Government Code for discussion of personnel matters regarding the vacant City Secretary position

    City Council went into Executive Session at 9:49 p.m.

    City Council reconvened the meeting from Executive Session at 10:11 p.m.

    Mayor Gavin Massingill stated that no action was taken during the executive session.

ADJOURNMENT OF MEETING

The meeting was adjourned at 10:11 p.m.

Minutes were adopted on the 17th day of June 2026.

_____

Gavin Massingill, Mayor

ATTEST:

_____

Nikki Stautzenberger, Development Services Manager

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff

Agenda Item:

Discussion and possible action to approve the Rollingwood Women's Club Fourth of July Parade and Celebration in the Park on Saturday, July 4, 2026

Description:

The Rollingwood Women's Club will host its annual Fourth of July parade and celebration in the park on Saturday, July 4, 2026. The parade will follow the same route as in previous years, with lineup beginning at 8:30 a.m. Cars and floats will assemble at the corner of Riley Road and Pickwick Lane, while decorated bikes and scooters will gather at the corner of Wallis Drive and Rollingwood Drive. The parade will begin at 9:00 a.m., followed by the celebration at the lower park and pavilion at 9:30 a.m. The celebration will include food, games, a raffle, and other activities. Raffle tickets will be available for purchase during both the parade and the celebration.

City staff from almost every department will be on duty to facilitate the event and promote public safety.

Action Requested:

To approve the Rollingwood Women's Club Fourth of July event on Friday, July 4, 2026.

Fiscal Impacts:

No fiscal impacts are expected from this item, other than overtime for hourly employees. The funding for such overtime has already been included in this year's budget.

Attachments:

- Rollingwood Women's Club Parade Map

Parade Route Map



AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff

Agenda Item:

Discussion and possible action regarding an appointment to fill a vacancy on the Rollingwood Community Development Corporation (RCDC) Board

Description:

Following Barry Delcambre's resignation, RCDC has one vacancy on its board. This agenda item allows City Council to review the applications received from citizens interested in serving in that role, and consider appointing one of the applicants to the vacant position on RCDC.

Action Requested:

To consider the appointment of an applicant to the vacant position on the Rollingwood Community Development Corporation (RCDC).

Fiscal Impacts:

This item is not expected to have a fiscal impact to the City.

Attachments:

- Jeff Marx's Application (Redacted)
- Jeff Marx's Resume (Redacted)
- Mohit Goyal's Application (Redacted)
- Brad Walter's Application (Redacted)

Published on *City of Rollingwood Texas* (https://www.rollingwoodtx.gov)

Submission information

Form: Rollingwood Community Development Corporation (RCDC) Application [1]
Submitted by Visitor (not verified)
Thu, 11/27/2025 - 6:01am
162.159.106.48

Full Name
Jeff Marx

Phone Number
[redacted]

E-mail
[redacted]

Home Address
[redacted]

Employment

Occupation
Finance

Employer
Morningstar

Business Address
22 W. Washington Street, Chicago, IL 60602

Qualifications

Are you a United States Citizen?
Yes

Are you eighteen (18) years of age or older?
Yes

Are you a registered voter of the City?
Yes

How long have you been a resident of Rollingwood?
I've owned in Rollingwood for 6 years. Lived here for 4 years.

Have you resided continuously in the state for twelve (12) months immediately preceding today's date?
Yes

you resided continuously in the City of Rollingwood for six (6) months immediately preceding today's date?
Yes

Have you been determined by a final judgment of a court exercising probate jurisdiction to be: (A) totally mentally incapacitated; or (B) partially mentally incapacitated without the right to vote?
No

Have you been finally convicted of a felony from which you have not been pardoned or otherwise released from the resulting disabilities?
no

Experience

Please give a brief resume, including education, past employment, any special background or qualifications you have for service on the Rollingwood Community Development Corporation. Use attachments if necessary.
I was selected as a founding member of the CRCRC, which was a 7-person committee that helped rewrite the residential code, based on resident input. Through that experience, I applied research, modeling, data analytics, and project management skills to help the committee solicit resident input and rewrite the code.

Upload Resume (Optional)
jeff_marx_resume_11.27.25.pdf [2]

Have you previously served on a Board or Commission?
Yes

If yes, which board or commission and how long?
CRCRC from April 2023 to October 2024

Please state why you wish to serve the Rollingwood Community Development Corporation?
I have a strong view that Rollingwood needs the best effort it can get from volunteers in order to thrive and reach its potential. I have skill that can be used effectively in a formal role with the City. I am a good listener and start the process by gathering community input. I have strong organizational skill and have successfully implemented complex projects through my work experience. I have good data and technology skills, which can be useful when trying to build solutions with a limited budget. I am a self starter who will put in the hard work when I find purpose in a project.

Source URL:https://www.rollingwoodtx.gov/node/9504/submission/5465

Links
[1] https://www.rollingwoodtx.gov/bc/webform/rollingwood-community-development-corporation-rcdc-application [2] https://www.rollingwoodtx.gov/system/files/webform/jeff_marx_resume_11.27.25.pdf

JEFF MARX, CFA

[redacted] | Austin, TX | [redacted]

Summary: Exceptional management skills in the areas of structured financial modeling and data analytics. Visionary who implements new products and processes to drive business objectives. Successfully launched a global team of 23 contributors who broadly support the structured finance businesses. Adept at collaborating across functions and integrating technology improvements. In depth understanding of the structured finance markets. Keen focus on scalability, process and governance.

PROFESSIONAL EXPERIENCE

DBRS Morningstar, New York, NY (remote)
Head of Cash Flow Analytics, Credit Ratings — Oct 2011 – Present
Oversight of cash flow analytics for 400+ Structured Finance new-issue and 300+ surveillance transactions / year

- Manage 23 cash flow engineers across New York, Stamford, Chicago, London, Frankfurt and Mumbai.
  - Team provides modeled rating-level cash flow outputs across US ABS, US RMBS and US CLOs, and EU SF.
- Expert in applying Intex software:
  - Led development of Intex Runner, a Python app customized to apply the nuances of global methodologies.
  - Enhanced ability to run portfolio-level cash flows using IntexCalc, improving the global surveillance process.
- Developed data products that provide automated surveillance outputs in Tableau.
- Exceptional ability to work across the organization to achieve strategic objectives, with a focus on technology.
- Successfully implemented the CFA Mumbai team (8 contributors), with a focus on software development.
- Implemented the cash flow analytics procedures that are used globally across Structured Finance. The process instructs independent transaction analysis, robust controls and a strict adherence to model governance.
- Lead efforts to provide global training of cash flow approach, technology and process.
- Skilled at properly managing a global supply chain of geographically distributed talent.

Goldman Sachs, Jersey City, NJ
Associate, Asset Management Pricing — May 2009 –Oct 2011
Provided pricing oversight of US RMBS, CMBS & CLO portfolios:

- Security Evaluation – Hand-priced $8 billion portfolio of US Non-Agency RMBS in Intex.
- Market color – Performed relative value analysis by monitoring trade color and dealers' BWICs.
- Deal specifics – Specialized in the review of servicer behavior and loan modifications.
- Platforms – Bloomberg and IntexDesktop (Developed an Intex loan-level transition model).
- Led the development of a SQL database that analyzed data related to collateral performance and market color.

Deloitte & Touche, New York, NY / Honolulu, HI
Senior Consultant — Sept 2004 – May 2009

- Developed a third-party opinion on the sale price of MBS securities included in the $39 billion transfer from UBS to the Swiss National Bank.
- Cash flow modeling – Implemented a scripting-based software to reverse engineer MBS transactions.
- Collateral Analysis – Coordinated with investment banking clients to perform statistical analysis on the underlying assets using the Collateral Analysis System (CAS).

VOLUNTEER EXPERIENCE

Rollingwood Comprehensive Review Committee, Rollingwood, TX — April 2023 -October 2024

- Selected to a 7-person committee to help rewrite the residential code, based on resident input.
- Applied research, modeling, data analytics, and project management skills to help the committee solicit resident input and potentially rewrite the code.
- Leveraged ChatGPT to turbocharge our data analysis efforts.

EDUCATION & SKILLS

Boston University B.S. Business Administration (Summa Cum Laude, top 5% of class) — May 2004
Certifications: Chartered Finance Analyst, Certified Public Accountant (New Jersey, Inactive)
Skills : Intex Dealmaker, IntexCalc, Python, Tableau, AWS Athena, Jira

Published on *City of Rollingwood Texas* (https://www.rollingwoodtx.gov)

Submission information

Form: Rollingwood Community Development Corporation (RCDC) Application [1]
Submitted by Visitor (not verified)
Tue, 01/20/2026 - 11:03am
162.159.104.11

Full Name Mohit Goyal
Phone Number [redacted]
E-mail [redacted]
Home Address [redacted]

Employment

Occupation CEO
Employer StaffingAI
Business Address 3103 Bee Caves Rd, Ste 135, Rollingwood, TX 78746

Qualifications

Are you a United States Citizen? Yes
Are you eighteen (18) years of age or older? Yes
Are you a registered voter of the City? Yes
How long have you been a resident of Rollingwood? 14 years
Have you resided continuously in the state for twelve (12) months immediately preceding today's date? Yes
Have you resided continuously in the City of Rollingwood for six (6) months immediately preceding today's date? Yes
Have you been determined by a final judgment of a court exercising probate jurisdiction to be: (A) totally mentally incapacitated; or (B) partially mentally incapacitated without the right to vote? No
Have you been finally convicted of a felony from which you have not been pardoned or otherwise released from the resulting disabilities? no

Experience

Please give a brief resume, including education, past employment, any special background or qualifications you have for service on the Rollingwood Community Development Corporation. Use attachments if necessary.
Currently CEO of StaffingAI, a firm I founded in 2024 that is based in Rollingwood.
Previously at partner at Loblolly Consulting, a staffing firm that does work for the Texas public sector.
I have experience serving on boards for both professional organizations and non-profits.
I have my BS degree in IS from UTD.
Upload Resume (Optional)
Have you previously served on a Board or Commission? No
If yes, which board or commission and how long?
Please state why you wish to serve the Rollingwood Community Development Corporation?

more involved in my community and to bring my expertise and experience to the board. I currently serve on the board of the Waterloo Greenway Conservancy and the Texas e-Health Alliance.

Source URL:https://www.rollingwoodtx.gov/node/9504/submission/5524

Links
[1] https://www.rollingwoodtx.gov/bc/webform/rollingwood-community-development-corporation-rcdc-application

Outlook

Fw: Form submission from: Rollingwood Community Development Corporation (RCDC) Application

From Makayla Rodriguez <mrodriguez@rollingwoodtx.gov>
Date Thu 6/11/2026 10:25 AM
To Lindsay Saenz <lsaenz@rollingwoodtx.gov>

From: Rollingwood Texas <rollingwood-tx@municodeweb.com>
Sent: Wednesday, June 10, 2026 12:39 PM
To: Makayla Rodriguez <mrodriguez@rollingwoodtx.gov>
Subject: Form submission from: Rollingwood Community Development Corporation (RCDC) Application

Submitted on Wednesday, June 10, 2026 - 12:39pm
Submitted by anonymous user: 66.198.230.2
Submitted values are:
Full Name
Brad Walters
Phone Number
[redacted]
E-mail
[redacted]
Home Address
[redacted]

Employment

Occupation
Real Estate Development
Employer
Lonestar Development Partners
Business Address
8121 Bee Caves Road, Ste 200

Qualifications

Are you a United States Citizen?
Yes
Are you eighteen (18) years of age or older?
Yes

re you a registered voter of the City?
Yes
How long have you been a resident of Rollingwood?
19 years
Have you resided continuously in the state for twelve (12) months immediately preceding today's date?
Yes
Have you resided continuously in the City of Rollingwood for six (6) months immediately preceding today's date?
Yes
Have you been determined by a final judgment of a court exercising probate jurisdiction to be: (A) totally mentally incapacitated; or (B) partially mentally incapacitated without the right to vote?
No
Have you been finally convicted of a felony from which you have not been pardoned or otherwise released from the resulting disabilities?
Yes

Experience

Please give a brief resume, including education, past employment, any special background or qualifications you have for service on the Rollingwood Community Development Corporation. Use attachments if necessary.
Please see attached
Upload Resume (Optional)
brad_walters_-_resume_-_2025.pdf
Have you previously served on a Board or Commission?
No
If yes, which board or commission and how long?
Please state why you wish to serve the Rollingwood Community Development Corporation?
My objective is to contribute to the competent management of the city and the resources that we all share.
The results of this submission may be viewed at:
https://www.rollingwoodtx.gov/node/9504/submission/5665

BRAD WALTERS

[redacted]

Development	Acquisitions	Finance	Asset Management

EXPERIENCE

LONESTAR DEVELOPMENT PARTNERS • Austin, TX ***Managing Director*** 2020 to Present

- Responsible for all aspects of multifamily property development including sourcing land, investment underwriting, securing government entitlements, selecting consultants, managing the design process, working to secure debt and equity financing, overseeing the construction process, overseeing property lease-up, budgeting, and budget tracking.
- Sourced six build-to-rent single family developments (745 units) and two multifamily sites in Austin and San Antonio with total combined development budgets of $431 million.
- Sourced and hired a Dallas-based vice president and an Austin-based development associate.

ASPEN HEIGHTS • Austin, TX ***VP, Multifamily Development*** 2016 to 2019

- Responsible for all aspects of multifamily property development and sourcing.
- Developed three multifamily properties (829 units) in Charleston, Las Vegas, and Tempe with total combined development budgets of $228 million.

FORESTAR GROUP • Austin, TX ***VP, Multifamily Development*** 2010 to 2016

- Responsible for all aspects of multifamily property development.
- Developed five multifamily properties (1,589 units) in Austin, Dallas, and Denver with total combined development budgets of $230 million.
- Worked to establish a new multifamily development group within a NYSE publicly traded company.

TRAMMELL CROW RESIDENTIAL • Austin, TX ***Managing Director*** 2006 to 2010

- Responsible for all aspects of multifamily property development.
- Developed six multifamily properties (2,065 units) with total combined development budgets of $253 million.
- Hired and managed team of four. Improved management of project budgets and schedules.

CARMEL PARTNERS • San Francisco, CA ***Senior Project Manager*** 2004 to 2006

- Responsible for the on-budget and on-schedule execution of multifamily value-add strategies.

BRIGHTWORK PARTNERS • San Francisco, CA 2001 to 2004

DOUGHNET • San Francisco, CA 1999 to 2001

WELLS FARGO BANK • San Francisco, CA 1997 to 1999

CREDIT SUISSE FIRST BOSTON • New York, NY 1991 to 1994

EDUCATION

MBA, Finance and Accounting, New York University, New York, NY
Bachelor of Arts, Humanities, University of Southern California, Los Angeles, CA

ADDITIONAL

Chartered Financial Analyst (CFA)	MS Office, Yardi	Real Estate Council of Austin
National Multifamily Housing Council	Urban Land Institute	Personal: Cycling, Swimming, Golf

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff

Agenda Item:

Discussion and possible action on installation of a valley gutter at the intersection of Vale Street and Bettis Boulevard and other water diversion structures, including a drainage memorandum from WSB

Description:

Runoff coming down Bettis Boulevard (and Vale Street) does not continue straight across Vale Street, but rather curves northeast and then crosses Vale towards the front walk of 305 Vale Street. During heavy rains, the runoff can top the curb and run into the yard. Indeed, within the last couple of months, stormwater has been so deep on the property at 305 Vale Street that it entered the home. This drainage problem has been an issue for nearly 20 years and appears to be getting more frequent.

Following receipt of a proposed design from Lochner, the City's Engineer, for intersection improvements to correct or mitigate the flooding issue, Council directed staff to seek a proposal from another engineering firm. WSB Engineering has surveyed the area, run stormwater modeling, and carefully analyzed stormwater flow in that area, and has submitted a memorandum to the City with its analysis and recommendations.

WSB's analysis notes that under existing conditions, runoff from the 15.54-acre drainage area can accumulate at the intersection due to roadway grades and limited drainage infrastructure. During storm events, despite not being in a FEMA-mapped floodplain, ponded water overtops the roadway and curb at 305 Vale Street, impacting the property.

WSB Engineering conducted hydrologic and hydraulic modeling using HEC-HMS and a two-dimensional HEC-RAS Rain-on-Grid model to compare existing and proposed conditions for 2-, 25-, and 100-year storm events. Its proposed improvements include installing a concrete valley gutter across the northeast side of the Vale Street and Bettis Boulevard intersection, raising part of the curb along Vale Street by six inches, and making grading adjustments to the street paving to direct runoff more effectively.

WSB's modeling results indicate the improvements successfully contain runoff within the street during smaller storms, particularly the 2-year design event, reducing flooding impacts to the affected properties. Importantly, peak flows and water surface elevations remain largely unchanged at neighboring properties, demonstrating no adverse impacts to those properties.

Overall, the study concludes that WSB's proposed drainage improvements will mitigate localized flooding, improve stormwater conveyance, and properly protect adjacent residences without increasing flood risk elsewhere. WSB recommends proceeding with the design while carefully reviewing curb transition points to avoid creating new low spots along Vale Street.

Action Requested:

Staff would like direction from Council on what next steps, if any, to take.

Fiscal Impacts:

The fiscal impact on the City depends upon Council's direction.

Attachments:

- WSB's Drainage Memorandum

Bettis Blvd. & Vale St. - Drainage Memorandum

To: Alun Thomas, City Administrator

From: Darren Siegmund, PE, CFM
Selina Brandon, PE

Date: June 9, 2026

Re: **Bettis Blvd. & Vale St.** – Drainage Analysis

The purpose of this memo is to summarize the proposed roadway and drainage improvements via hydrologic and hydraulic (H&H) analyses for the intersection of Bettis Blvd. and Vale St. in the City of Rollingwood, Texas. Under existing conditions, stormwater runoff from the contributing drainage area generally flows southeast toward Dry Creek 2, locally known as Eanes Creek, located within Zilker Nature Preserve to the East of the neighborhood. However, due to existing grades and the lack of formal drainage infrastructure, a portion of runoff from Bettis Blvd. and the northern segment of Vale St. accumulates. This ponded water eventually overtops the roadway crown and southern curb, resulting in impacts to the residential property highlighted orange, as shown in **Figure 1** below. To help mitigate the flooding from smaller storm events, such as the 2-year design storm, WSB proposes the following improvements:

- Installing a valley gutter along Bettis Blvd. crossing Vale St. to help redirect flows from the existing ponding located in front of the property at 304 Vale St.
- Raising the curb height 6 inches along the southeast side of Vale St. that currently overtops and impacts the residential property at 305 Vale St., Rollingwood TX 78746
- Grade adjustments to the road to help with the valley gutter and curb transitions

WSB developed a 2-Dimensional Rain-On-Grid HEC-RAS model (version 6.3.1) to simulate both the existing and proposed conditions. OpenRoads Designer was used to develop a proposed terrain which was then incorporated into the HEC-RAS model. The following files were collected and used for drainage design and analysis:

- City of Rollingwood's Drainage Criteria Manual (DCM)
- City of Austin's Drainage Criteria Manual (DCM)
- Impervious shapefile via the City of Austin's GIS hub
- 2021 Bexar & Travis Counties Lidar – 1ft x 1ft (TxGIO)
- Survey collected by WSB on 4/24/2026
- HSG Data via SSURGO
- FEMA FIRM Panel 48453C0445K (Effective 01/22/2020)

1221 S MOPAC EXPRESSWAY | SUITE 355 | AUSTIN, TX | 78746 | 512.358.9174 | WSBENG.COM

The feasibility study shows that the proposed improvements do benefit the subject property for 2-year storm events and smaller without negatively impacting neighboring properties along Bettis Blvd. and Vale St.

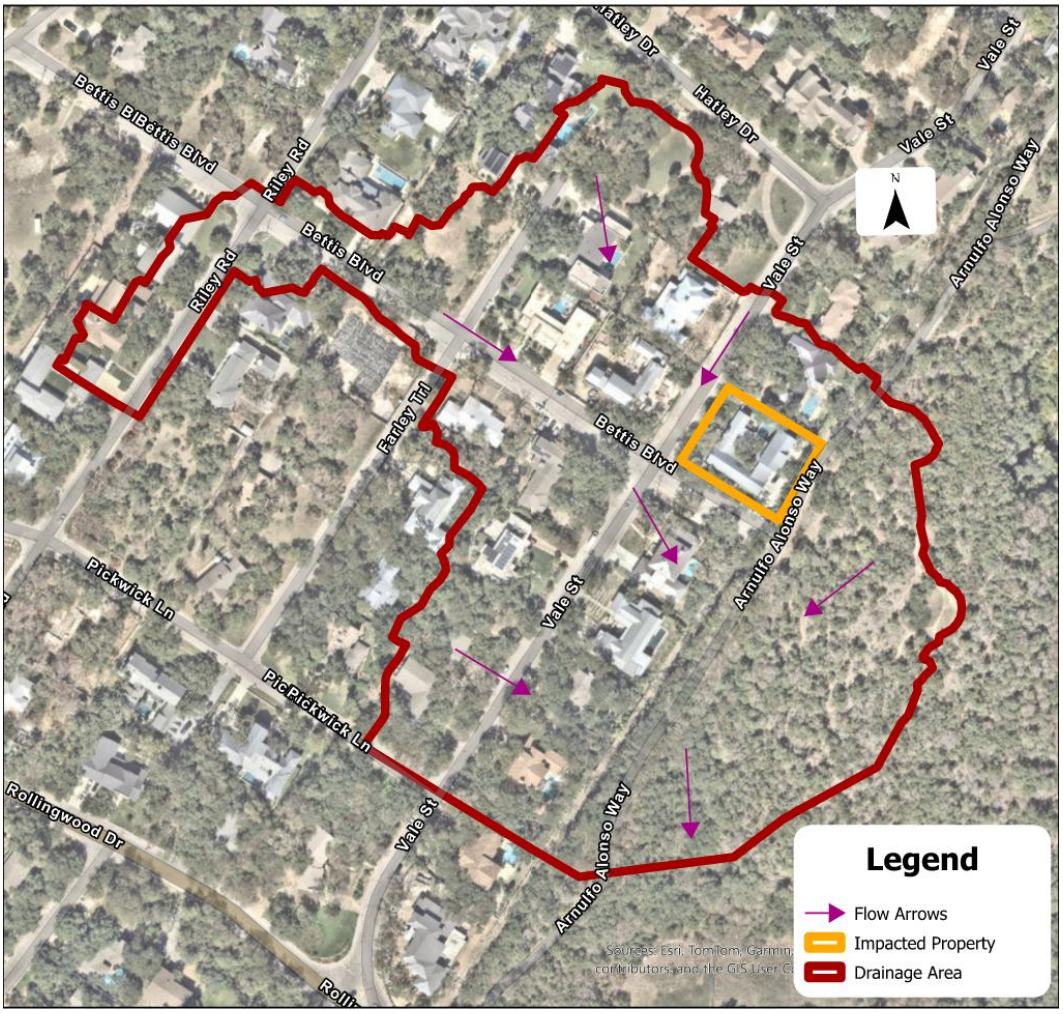


Figure 1: Project Area

Floodplain Impact Analysis

Referencing FEMA FIRM Panel 48453C0445K (Effective 01/22/2020), the proposed improvements at the intersection of Bettis Blvd. and Vale St. are not located within any mapped FEMA floodplain.

Drainage Analysis

A drainage analysis was performed to evaluate the existing and proposed surface drainage conditions. The analysis was completed in accordance with the City of Rollingwood Drainage Criteria Manual (DCM), which also utilizes the referenced City of

Austin DCM sections 2-8. The analysis also utilizes a combined HEC-HMS and HEC-RAS Rain-on-Grid modeling approach. The results of the analysis are intended to assess existing conditions and the effectiveness of proposed drainage improvements.

Hydrology

The contributing drainage area was delineated based on available topographic mapping (2021 LiDAR) and site survey information collected on 4/24/2026. A hydrologic analysis was then performed for the 15.54-acre contributing drainage area. HEC-HMS version 4.11 was used to develop design storm hyetographs for the 2-, 25- and 100-year frequency storm events.

Design rainfall inputs were obtained from the City of Austin DCM using the published Depth-Duration-Frequency rainfall data. Since the project site is located within City of Austin's Rainfall Zone 1 (see **Figure 13** in **Appendix A**), the rainfall depths and intensities were selected accordingly. Rainfall was input in HEC-HMS as frequency-based storm events, consistent with City of Rollingwood and City of Austin criteria. The Depth-Duration values used for Zone 1 are provided in **Table 1** below.

Table 1: Depth-Duration-Frequencies

Duration	Precipitation Depth (ft)		
	2-yr	25-yr	100-yr
5-min	0.53	0.98	1.28
10-min	0.88	1.57	2.04
15-min	1.06	1.96	2.54
30-min	1.49	2.75	3.54
1-hr	1.96	3.66	4.77
2-hr	2.42	4.81	6.57
3-hr	2.7	5.55	7.81
6-hr	3.17	6.78	9.79
12-hr	3.64	7.85	11.37
24-hr	4.14	8.9	12.8

The resulting hyetographs were then exported from HEC-HMS and applied within HEC-RAS as part of a Rain-On-Grid analysis. Infiltration was modeled directly in HEC-RAS using the SCS Curve Number method, in accordance with City of Rollingwood and City of Austin requirements.

Hydraulics

Existing

Hydraulic modeling for the 2-, 25- and 100-yr storm events was performed using HEC-RAS version 6.3.1 utilizing a 2D Rain-On-Grid analysis. Design storm hyetographs developed in HEC-HMS were applied directly to the 2D HEC-RAS model as precipitation boundary conditions. Infiltration losses were modeled using the SCS Curve Number method, with curve numbers assigned based on land use and hydrologic soil group (HSG) data. Land use and soil classifications used within the model are shown in **Figure 2** and **Figure 3** below, respectively.

The 2D computational mesh was developed using a 25-foot grid. A refinement region consisting of 2.5-foot cells was applied at the intersection of Bettis Blvd. and Vale St. to provide more detail in the area of the topographic survey captured by WSB. Break lines (with a cell spacing of 10-feet) were incorporated to preserve high points, such as roadway crowns and curb lines, to allow accurate representation of overland flow behavior. The model was simulated using an adjusted time step based (based on the Courant number).

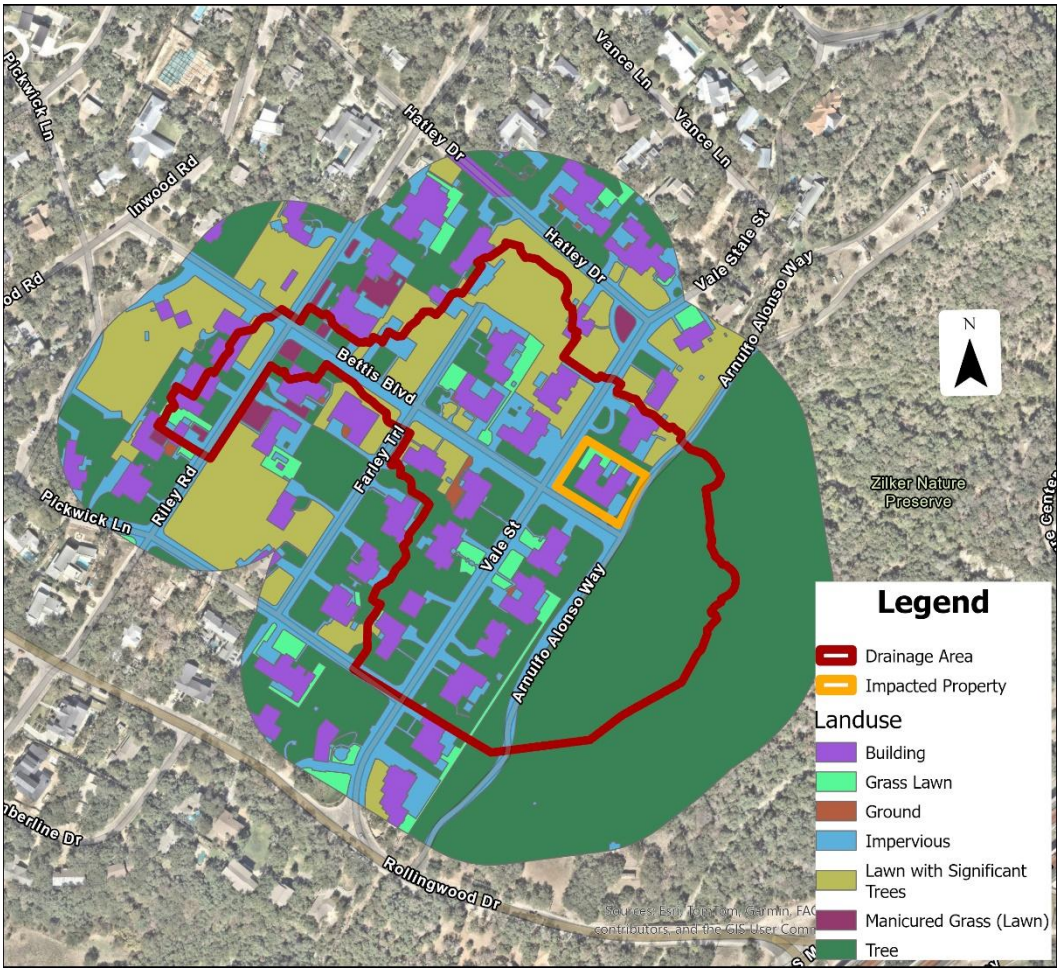


Figure 2: Existing Land Use

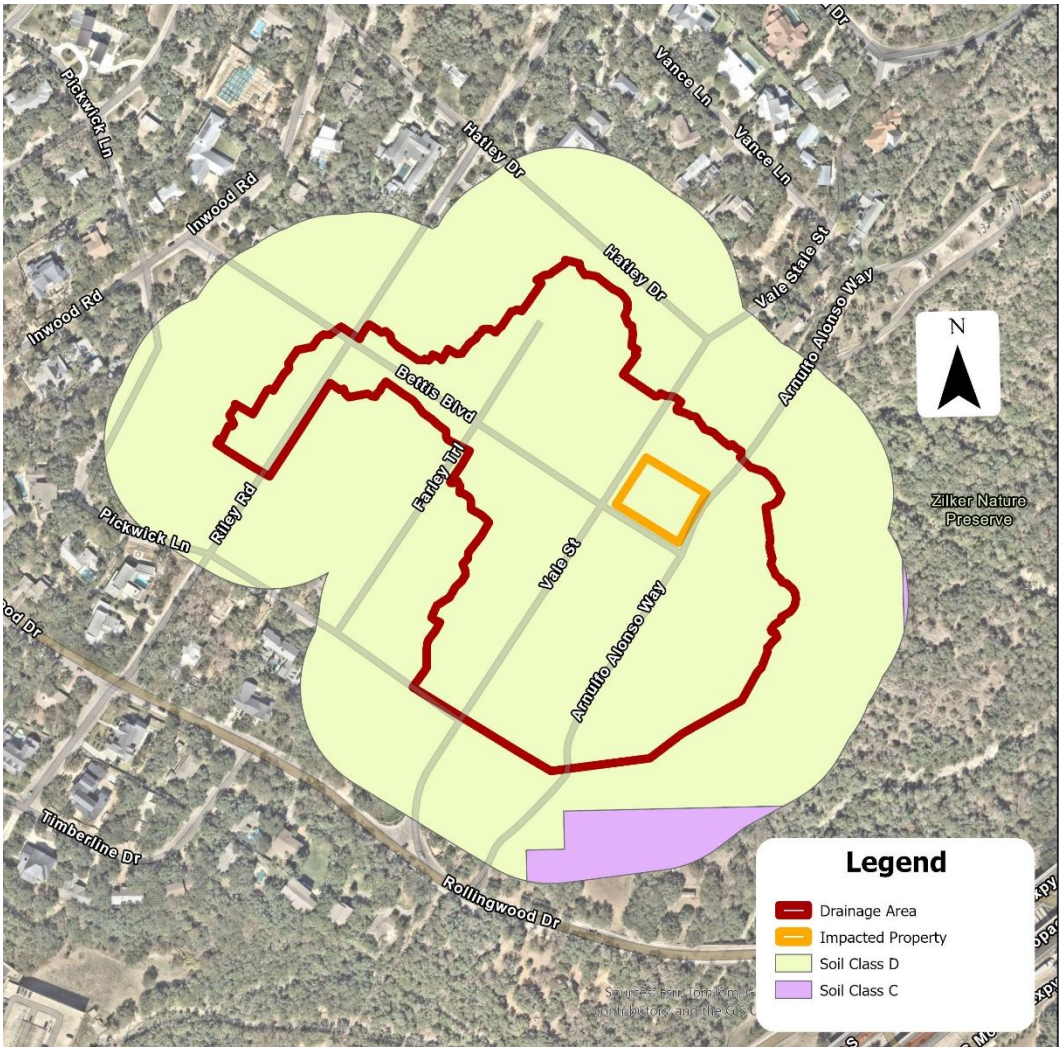


Figure 3: Existing Soil Conditions

Proposed

Using OpenRoads Designer software and HEC-RAS terrain modifications, a proposed terrain was developed to include:

- A valley gutter (City of Austin - *Standard 436S-2 (**Appendix A**)*) along Vale St. to help redirect flows from the north side of Bettis Blvd.
- A raised curb height of 6 inches along the south side of Vale St. that currently overtops and impacts the residential property at 305 Vale St., Rollingwood TX 78746
- Grading adjustments along the road to help with the valley gutter and curb transitions

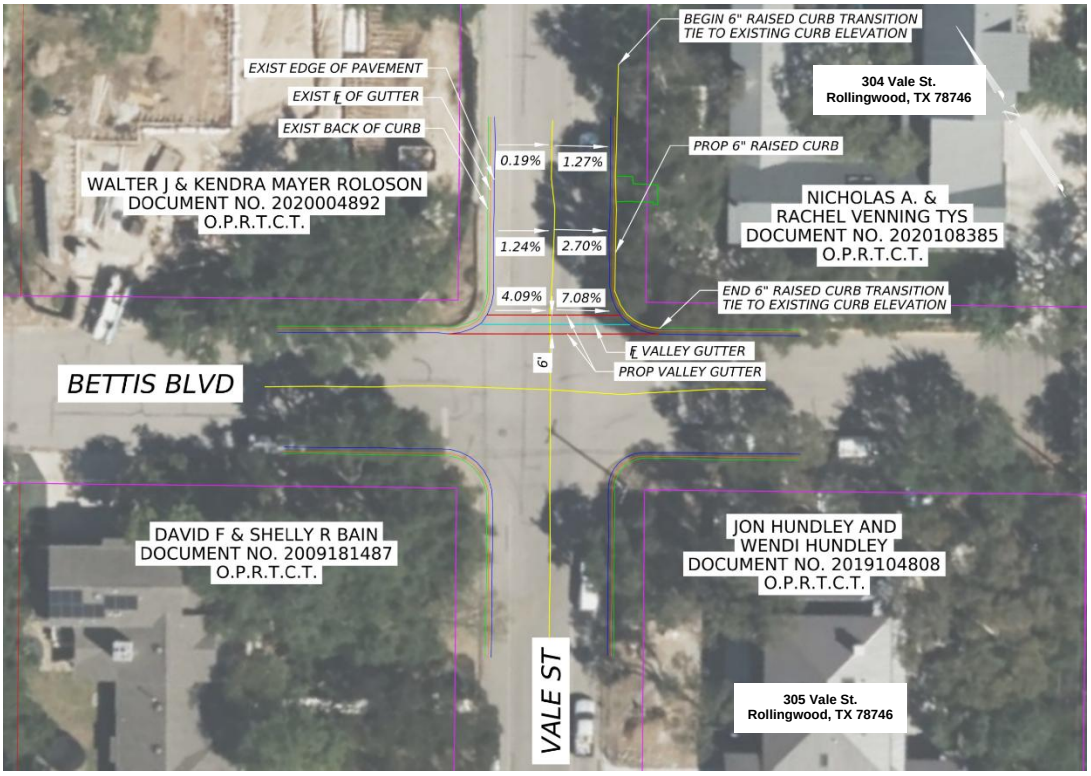


Figure 4: Proposed Improvement Extents

Figure 4 above exhibits the proposed improvement extents. To provide controls for result comparison, all other modeling parameters were maintained between existing and proposed conditions; only the surface/terrain was updated within HEC-RAS to fully assess the impacts of the proposed improvements.

Results

Profile lines were added to the model at key locations to help assess impacts and peak flows to ensure there were non-negative impacts to the residential property or adjacent properties, as shown in **Figure 5**. See the figures within **Appendix B** for profile line placement.

Profile lines 1 and 2 were used to assess the peak flow of each storm event to verify that peak flows were not increased as a result of the improvements. Profiles lines 3, 4, 5, 6, 7, 8 and 9 were used to assess the resulting water surface elevations to verify that there are no adverse impacts.

Table 2 below summarizes the HEC-RAS model results between existing and proposed conditions for peak flows at profile lines 1 and 2. **Figures 6 – 12** exhibit the water surface elevation (WSE) comparisons and terrain adjustments between existing and proposed conditions for profile lines 3 - 9. **Table 3** summarizes WSE comparison in HEC-RAS between the existing and proposed conditions for profile lines 3 - 9.

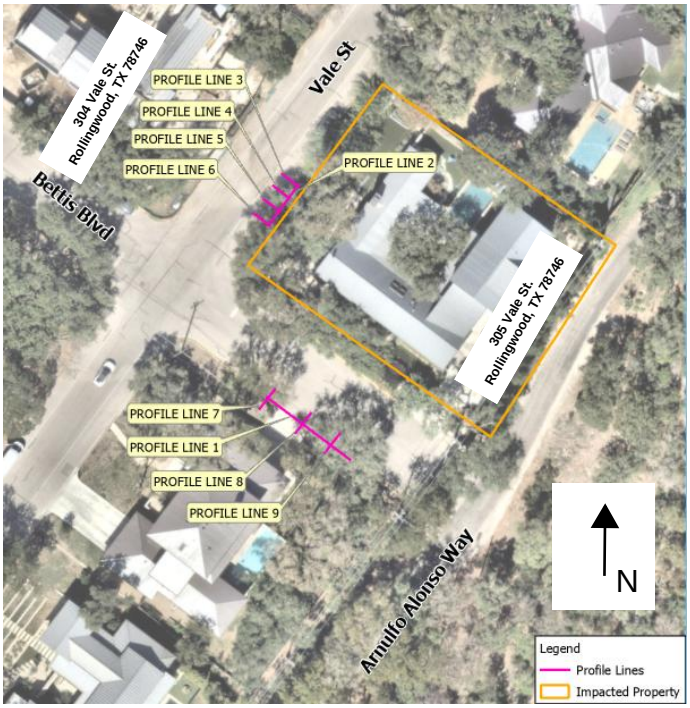


Figure 5: Profile Line Locations

Table 2: Peak Flow Comparison (Proposed vs. Existing)

Event	Peak Flow (cubic feet per second)					
	Profile Line 1			Profile Line 2		
	Existing (Ex)	Proposed (Pr)	Pr vs Ex	Existing (Ex)	Proposed (Pr)	Pr vs Ex
2-Year	0.9	0.9	0.0	1.2	0.0	-1.2
25-Year	3.2	3.3	0.1	5.1	0.2	-4.9
100-Year	4.6	4.7	0.1	8.1	1.2	-6.8

Table 3: Water Surface Elevation Comparison (Proposed vs. Existing)

Water Surface Elevation (ft)									
Profile Line ID	2-Year Storm Event			25-Year Storm Event			100-Year Storm Event		
	Ex	Pr	Pr vs Ex	Ex	Pr	Pr vs Ex	Ex	Pr	Pr vs Ex
Profile Line 3	552.7	552.7	0.0	552.9	552.9	0.0	553.0	553.0	0.0
Profile Line 4	552.7	552.7	0.0	552.9	552.9	0.0	553.0	553.0	0.0
Profile Line 5	552.7	552.7	0.0	552.9	552.9	0.0	553.0	553.0	0.0
Profile Line 6	552.7	552.7	0.0	552.9	552.9	0.0	552.9	553.0	0.1
Profile Line 7	548.2	548.2	0.0	548.2	548.2	0.0	548.3	548.3	0.0
Profile Line 8	546.2	546.2	0.0	546.3	546.3	0.0	546.3	546.3	0.0
Profile Line 9	545.3	545.3	0.0	545.4	545.4	0.0	545.4	545.4	0.0

Although **Table 2** above shows limited peak-flow benefit, **Figures 6 – 12** show the storm events to be contained within the gutter and raised curb. These storm events include the 2-, 25-, and 100-year design storms. **Table 3** also indicates that there are no adverse impacts at the neighboring residence adjacent to profile lines 7 - 9, as a result of the drainage improvements from a WSE elevation and flood impact perspective. Additional figures in **Appendix B** indicate that the valley gutter and curb support containing stormwater within the roadway.

Conclusion

The feasibility study illustrates that the proposed improvements during 2-year storm events and smaller can be contained within the roadway without overtopping the curb. The proposed improvements also do not create any adverse impacts to neighboring properties, specifically the property at 401 Vale St., Rollingwood TX 78746.

It is recommended that the transition point where the curb improvements tie back into existing elevations along Vale St. be reviewed and evaluated during design to confirm that no additional low points exist along the curb line that may not have been captured by the survey.

From these results, WSB proposes installing a valley gutter along the northern edge of Bettis Blvd. crossing Vale St., raising the curb height 6 inches along the southeast side of Vale St. in front of the 305 Vale St. property, and providing additional grade adjustment to Bettis Blvd. and Vale St.

Appendix A

Figure 6 - 12 – WSE Comparisons

Figure 13 – City of Austin: Rainfall Zoning

Figure 14 – FIRMette

COA Standard 436S-2

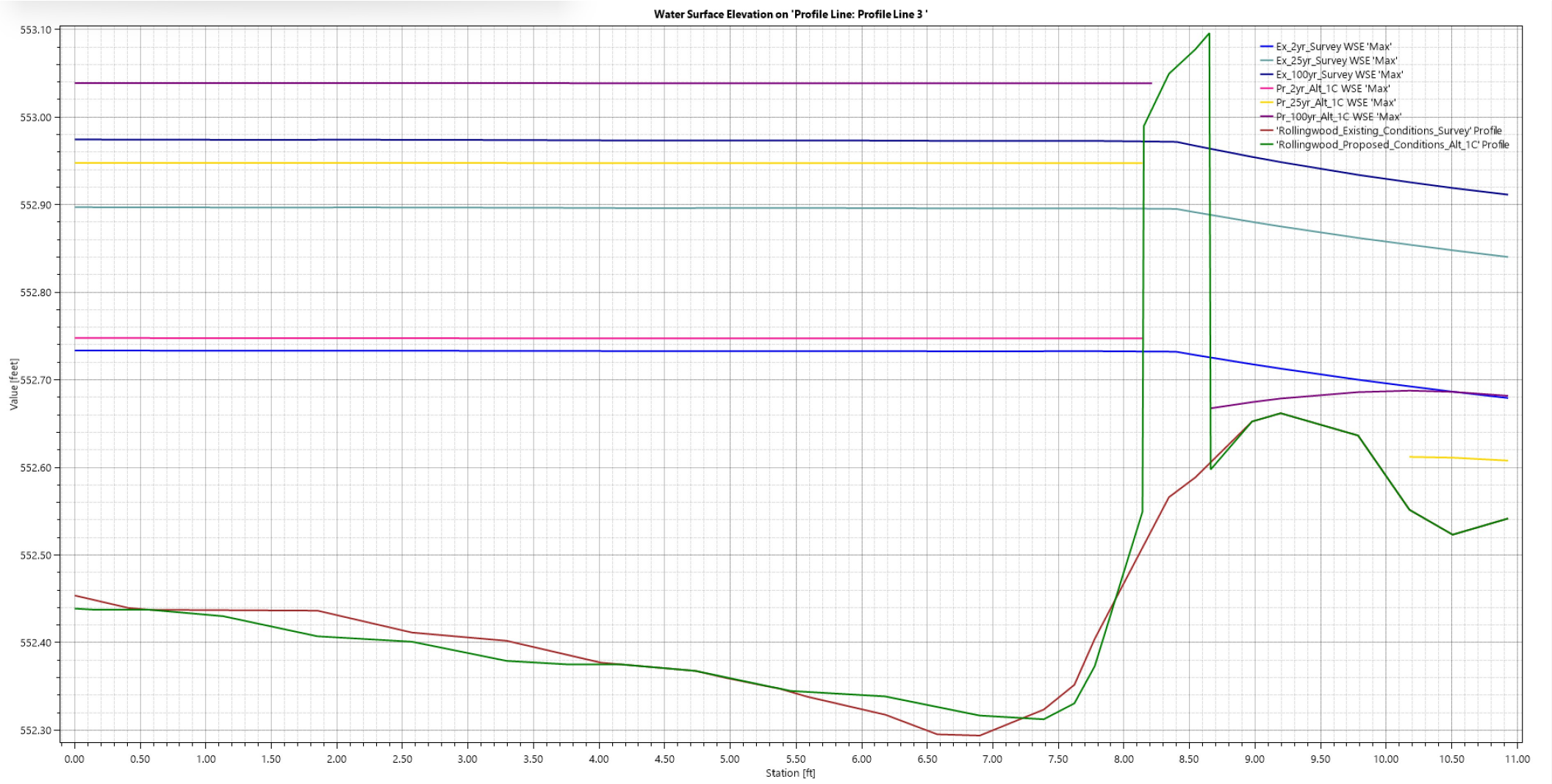


Figure 6 - Water Surface Elevation Comparison (Profile Line 3)

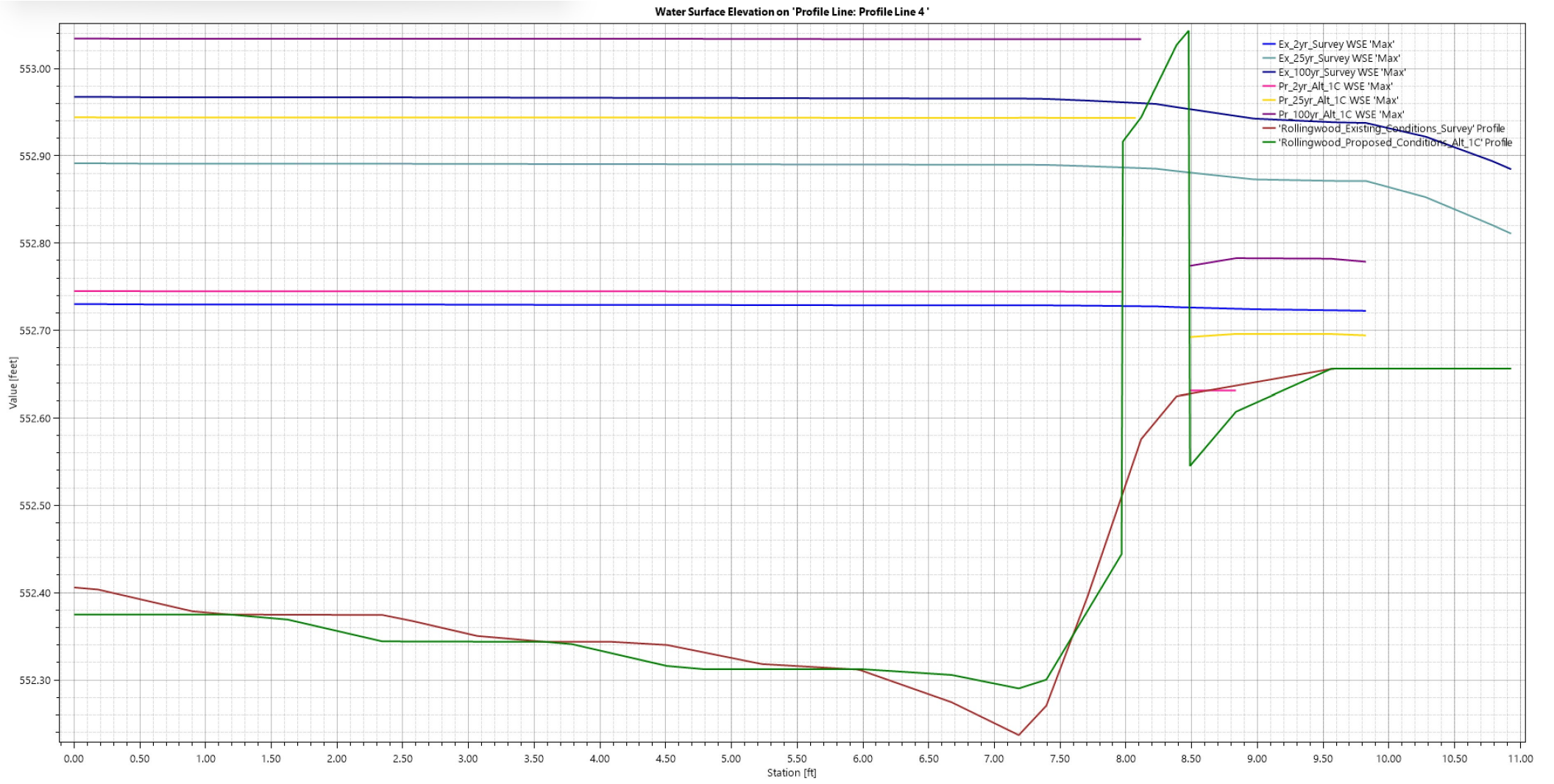


Figure 7 - Water Surface Elevation Comparison (Profile Line 4)

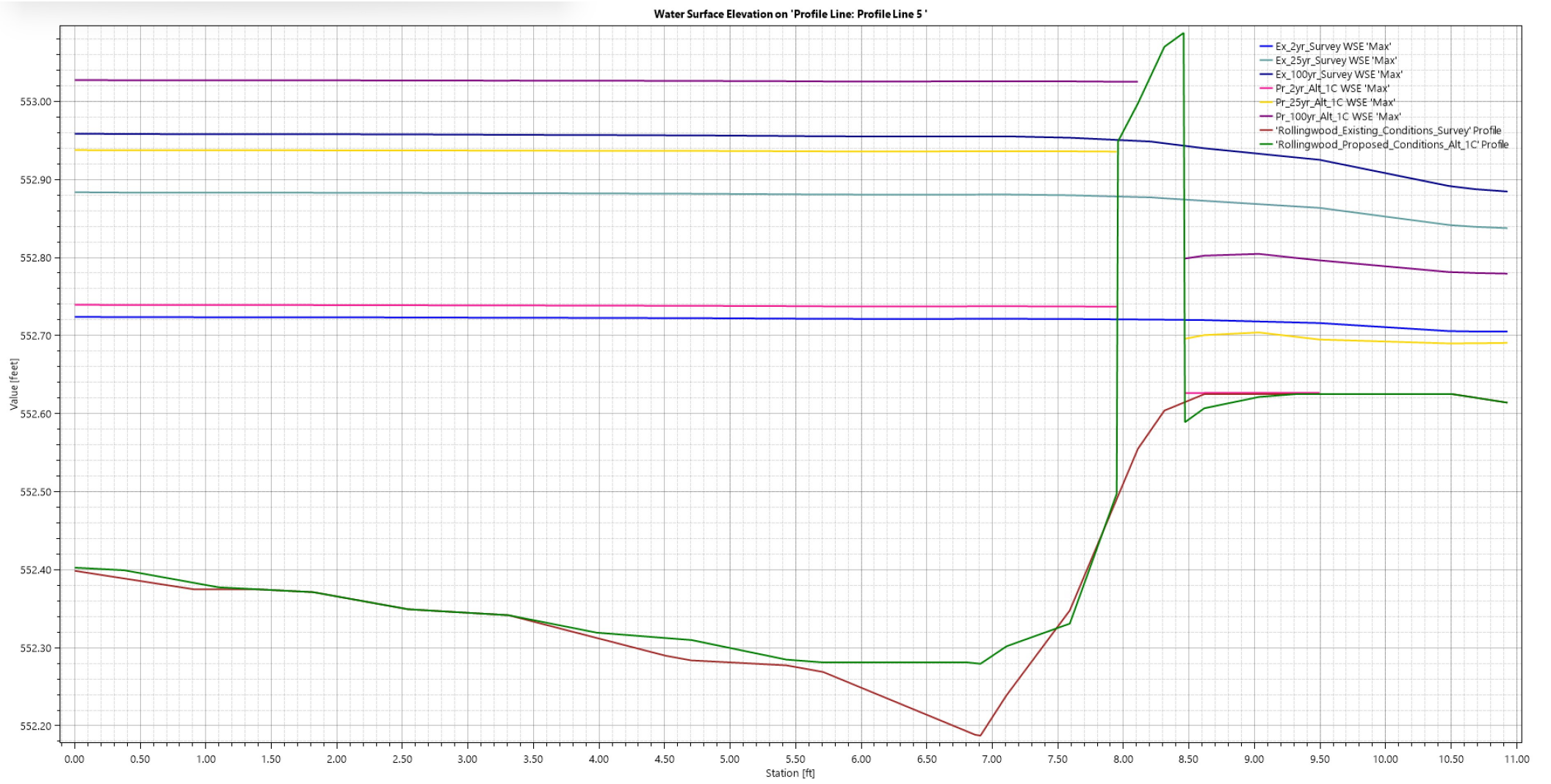


Figure 8 - Water Surface Elevation Comparison (Profile Line 5)

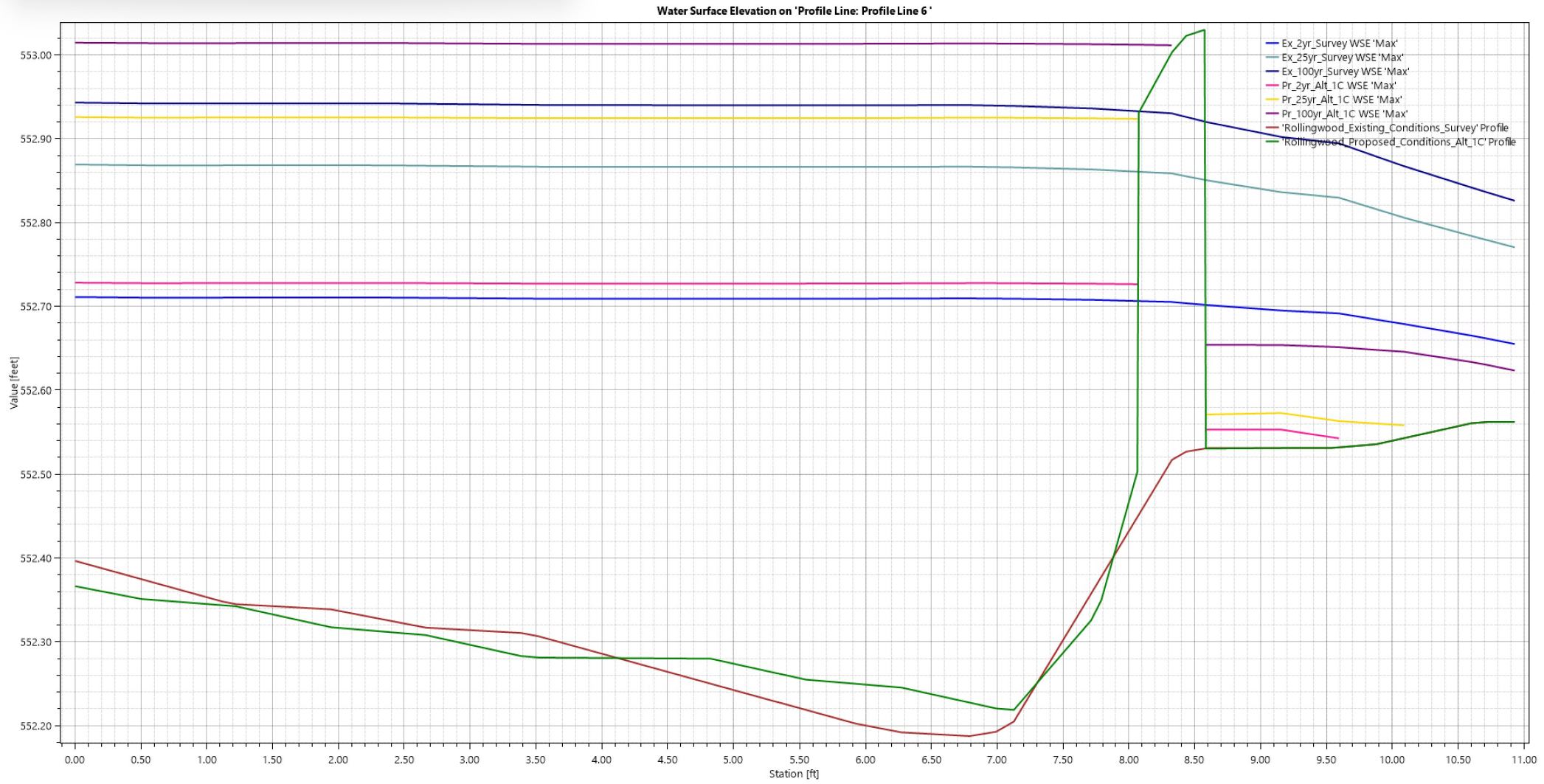


Figure 9 - Water Surface Elevation Comparison (Profile Line 6)

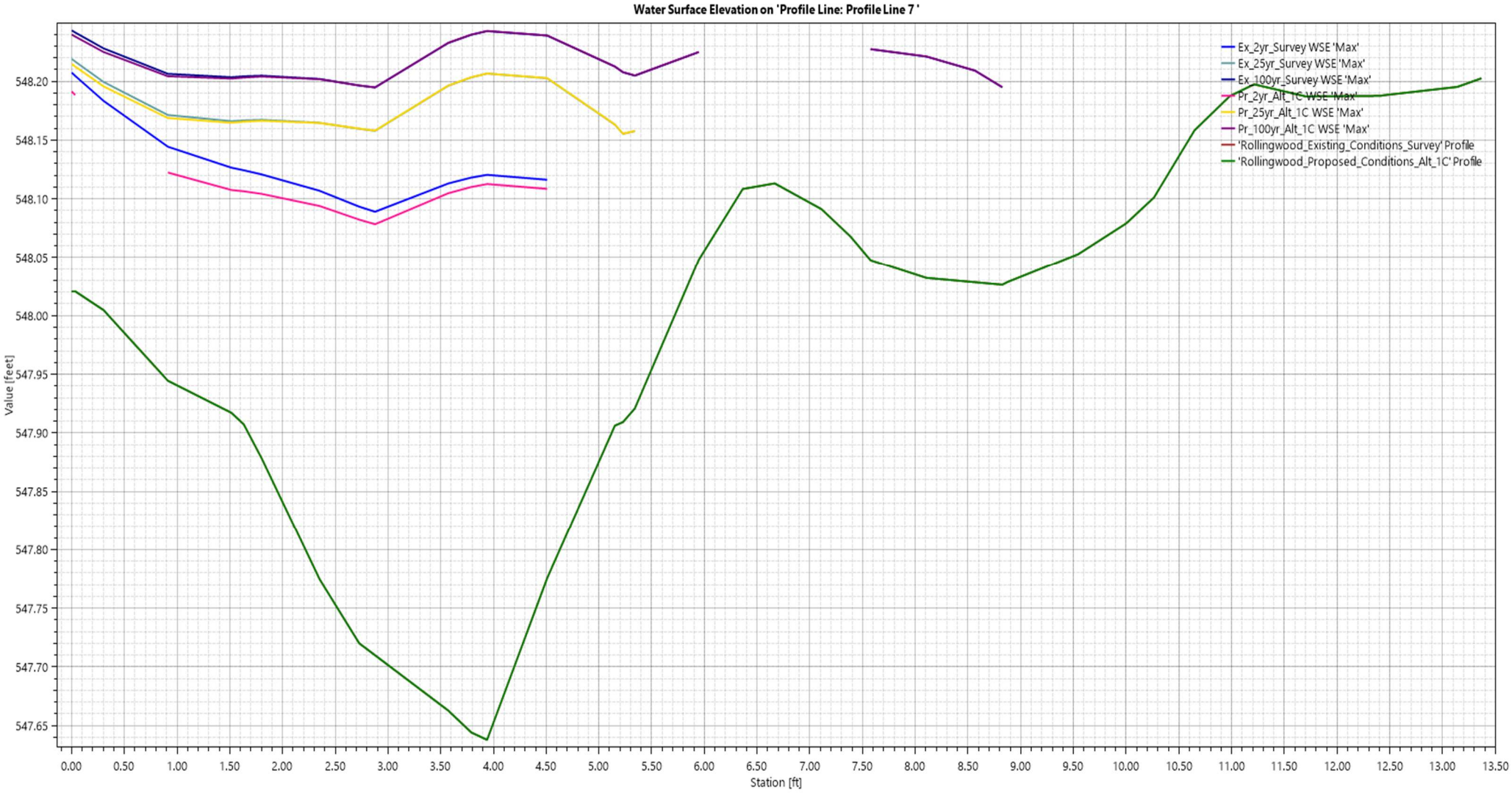


Figure 10 – Water Surface Elevation Comparison (Profile Line 7)

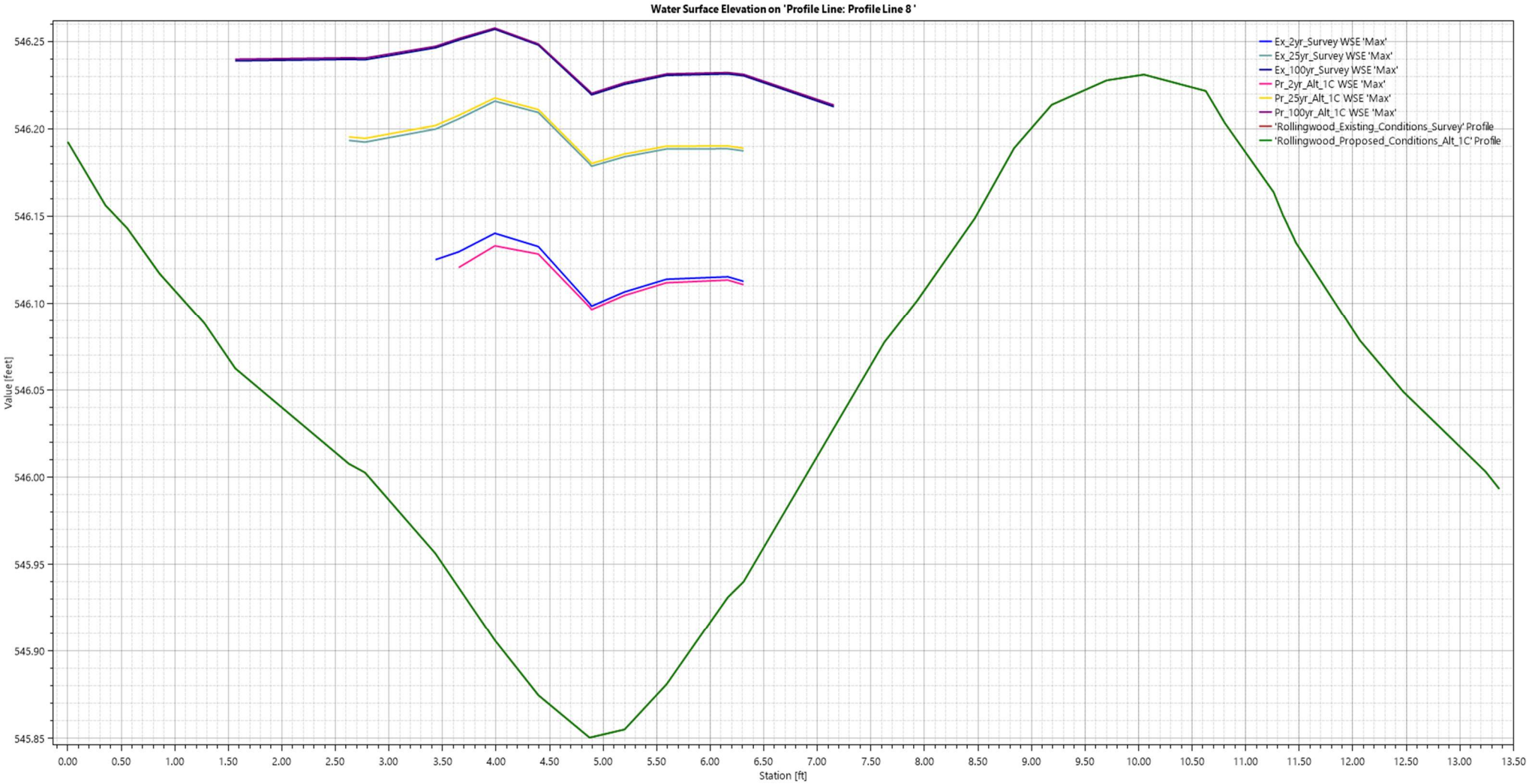


Figure 11 – Water Surface Elevation Comparison (Profile Line 8)

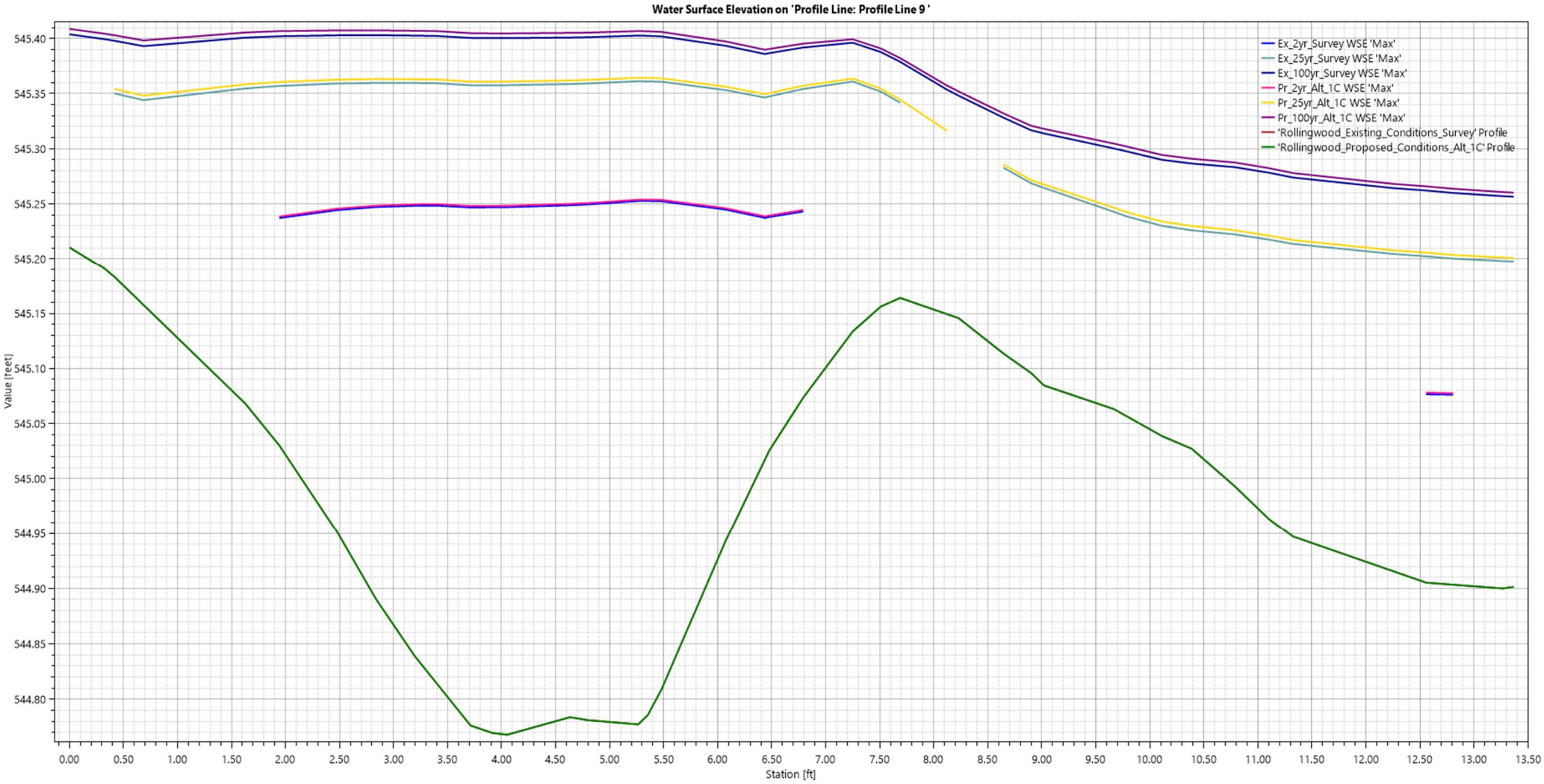


Figure 12 – Water Surface Elevation Comparison (Profile Line 9)

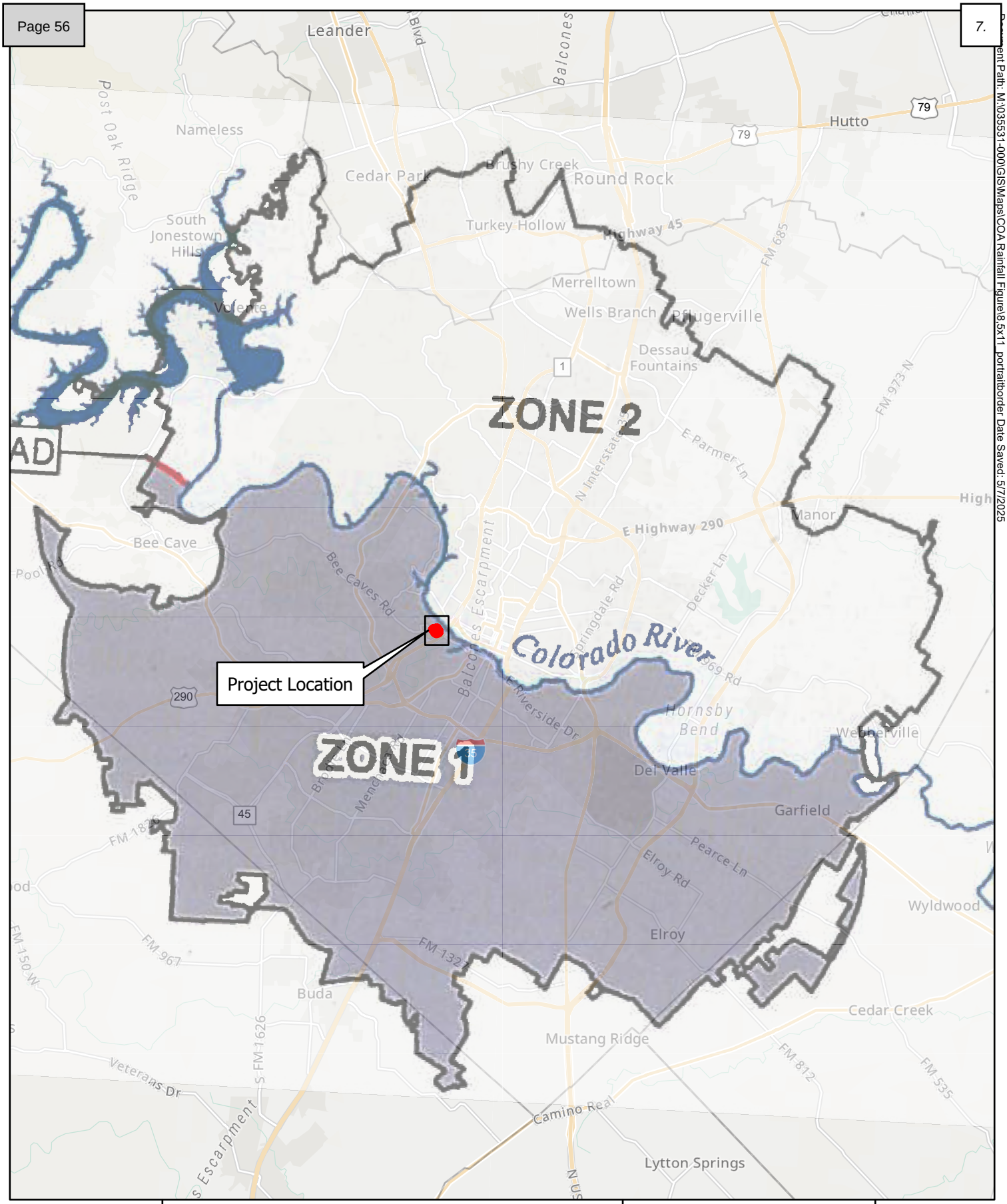


Figure 13 - City of Austin: Rainfall Zoning

Bettis and Vale
City of Rollingwood

N

0 24,000 Feet

1 inch = 24,000 feet

wsb

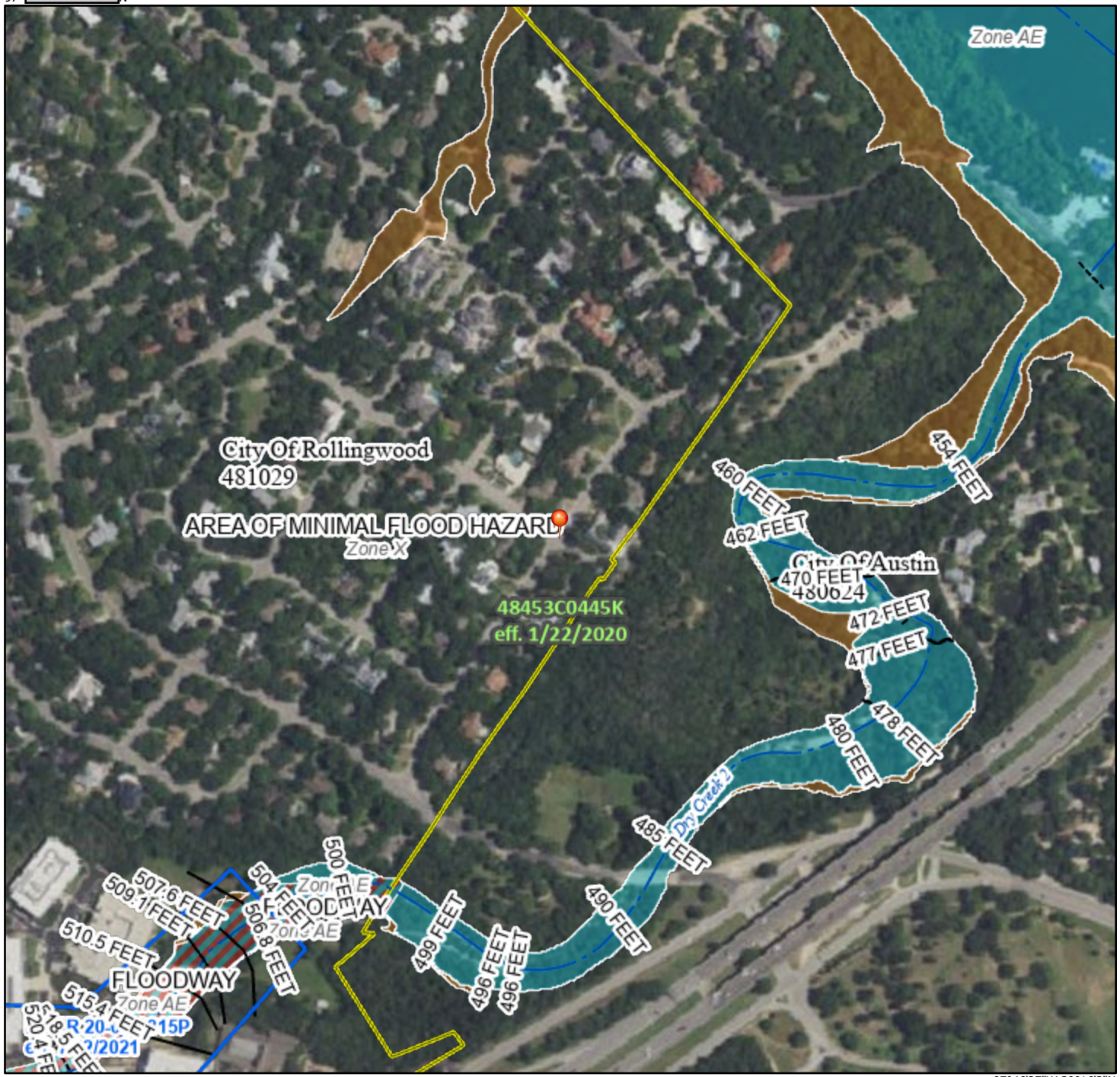
Document Path: M:\035531-000\GIS\Maps\COA Rainfall Figure\8.5x11 portraitborder Date Saved: 5/7/2025

Figure 14

National Flood Hazard Layer FIRMette

FEMA

97°



0 250 500 1,000 1,500 2,000 Feet

1:6,000

97°46'27"W 30°16'3"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PA UT

SPECIAL FLOOD HAZARD AREAS
- Without Base Flood Elevation (BFE) *Zone A, V, A99*
- With BFE or Depth *Zone AE, AO, AH, VE, AR*
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD
- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*
- Future Conditions 1% Annual Chance Flood Hazard *Zone X*
- Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*
- Area with Flood Risk due to Levee *Zone D*

OTHER AREAS
- NO SCREEN Area of Minimal Flood Hazard *Zone X*
- Effective LOMRs
- Area of Undetermined Flood Hazard *Zone D*

GENERAL STRUCTURES
- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES
- 20.2 Cross Sections with 1% Annual Chance
- 17.5 Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS
- Digital Data Available
- No Digital Data Available
- Unmapped

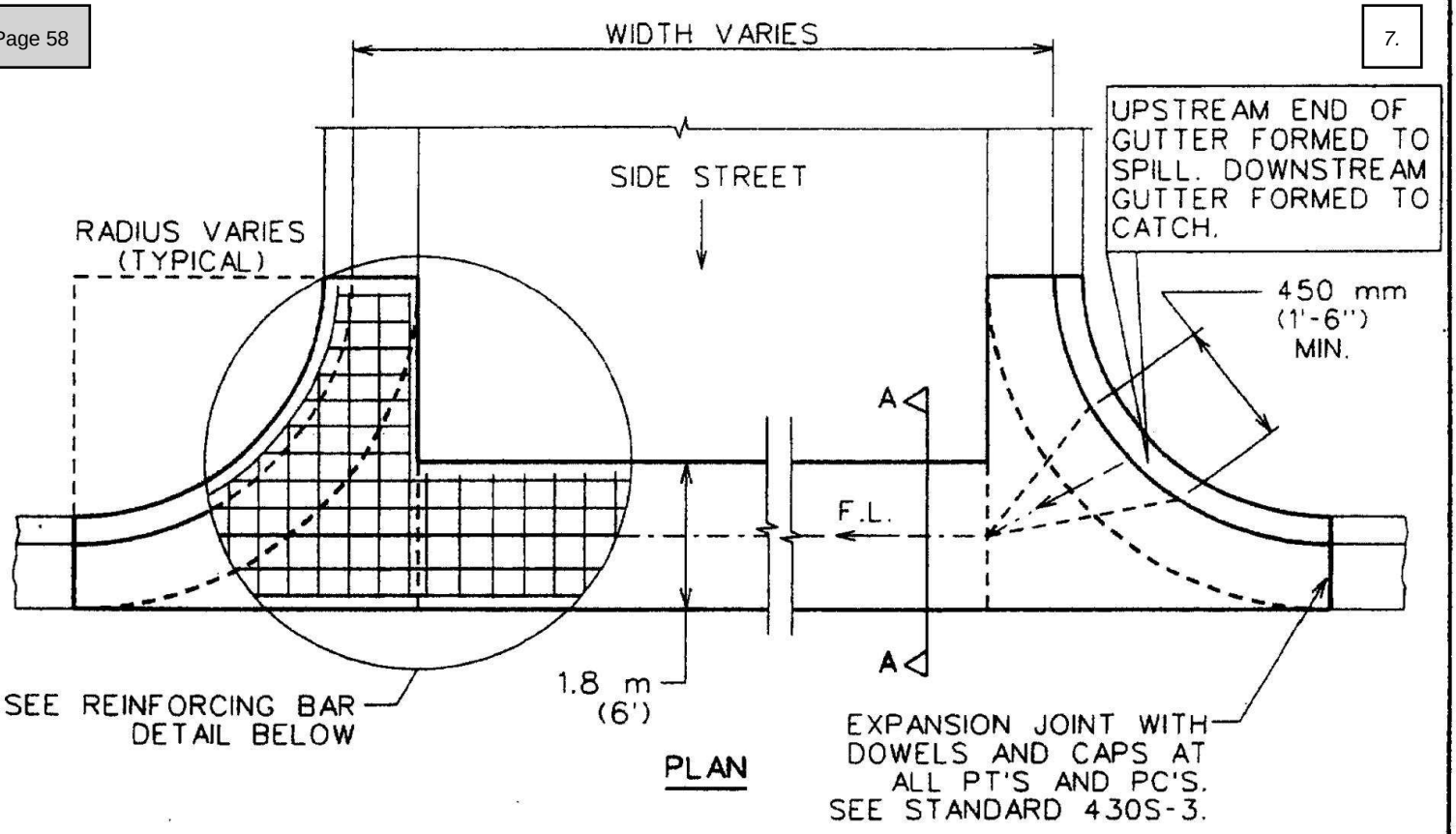
N

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

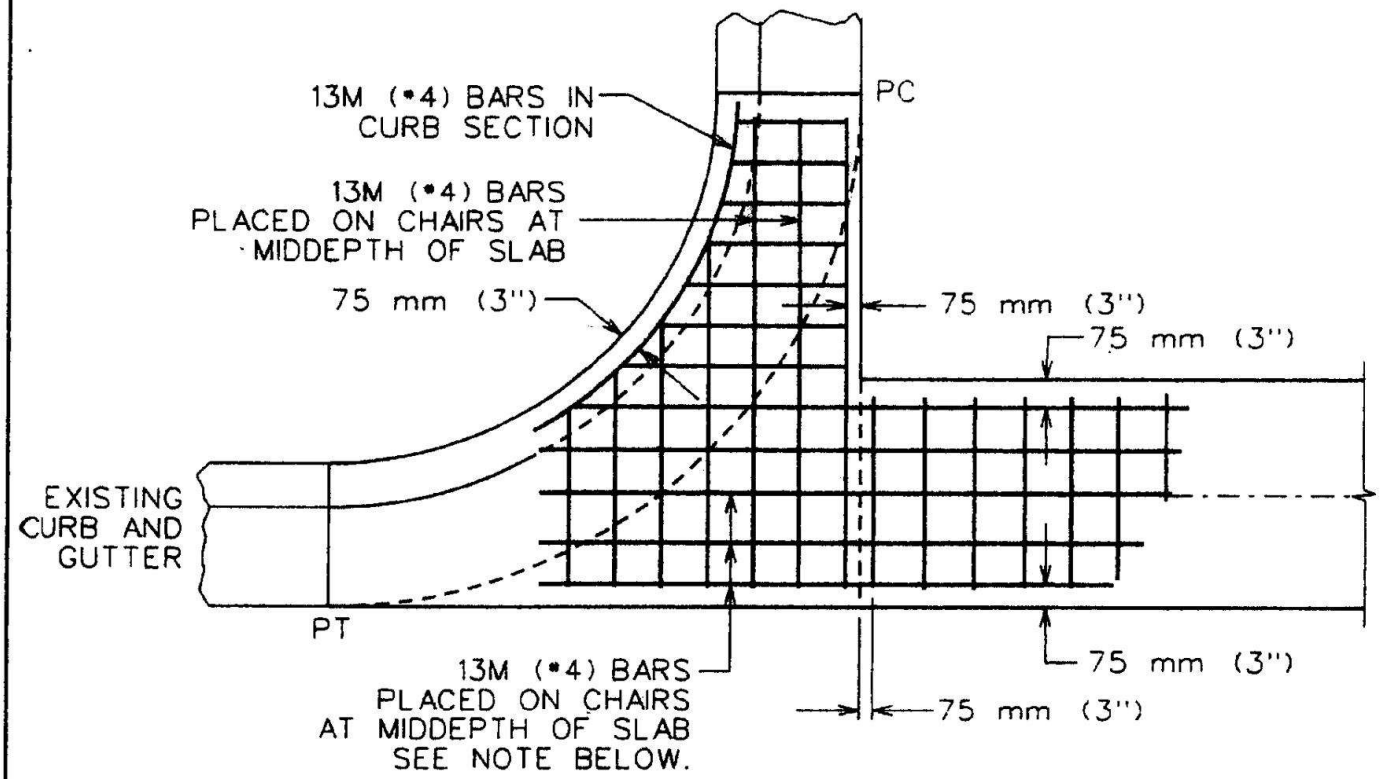
This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 5/18/2026 at 7:49 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



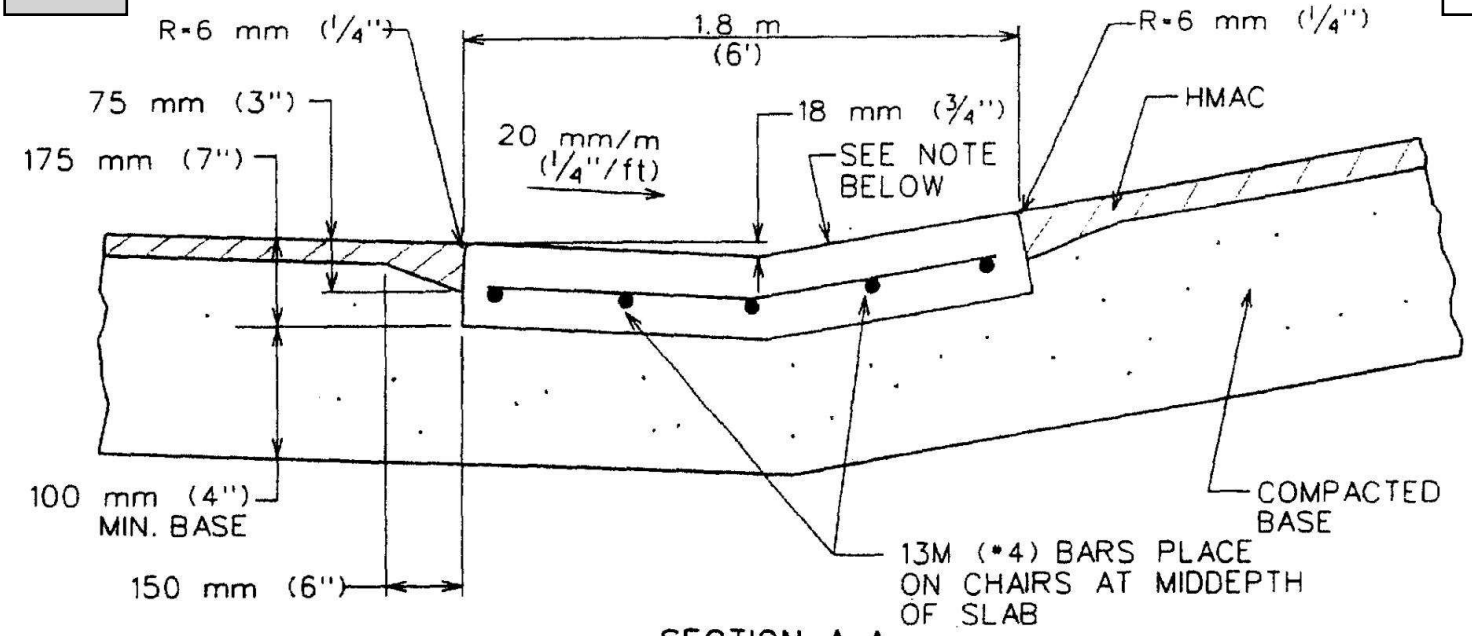
PLAN



REINFORCING BAR DETAIL

NOTE:
ALTERNATE 13M (#4) BARS PLACED ON CHAIRS AT MIDDEPTH OF SLAB TO BE CONTINUOUS ACROSS EXPANSION JOINT. BREAK BOND 150 mm (6") ON EACH SIDE OF EXPANSION JOINT.

CITY OF AUSTIN DEPARTMENT OF PUBLIC WORKS	CONCRETE VALLEY GUTTER	
Bill Gardner 6/12/06 ADOPTED	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.	STANDARD NO. 436S-2 1 OF 2



SECTION A-A

NOTE:
ADJUST SLOPE FROM 20 mm/m (1/4"/ft) MINIMUM TO THE SLOPE OF THE SIDE STREET.

NOTES:

1. MATERIALS AND CONSTRUCTION METHODS SHALL CONFORM TO THE CITY OF AUSTIN STANDARD SPECIFICATIONS.
2. CONCRETE FOR THE VALLEY GUTTER SHALL BE CLASS A, ITEM 403S, "CONCRETE FOR STRUCTURES".
3. MONOLITHIC CURB AND GUTTER SHALL BE MEASURED BY PLAN QUANTITY PER SQUARE FEET AND PAID AS VALLEY GUTTER.
4. THE UPSTREAM CURB MID POINT MUST BE AT OR LOWER THAN THE BEGINNING P.C. AND 0.5% MINIMUM HIGHER THAN THE OPPOSING MID POINT.
5. ALLOWABLE CONSTRUCTION JOINT AT THE CENTER LINE WHEN TRAFFIC FLOW MUST BE MAINTAINED, CONSTRUCTED AS A CONTROL JOINT.

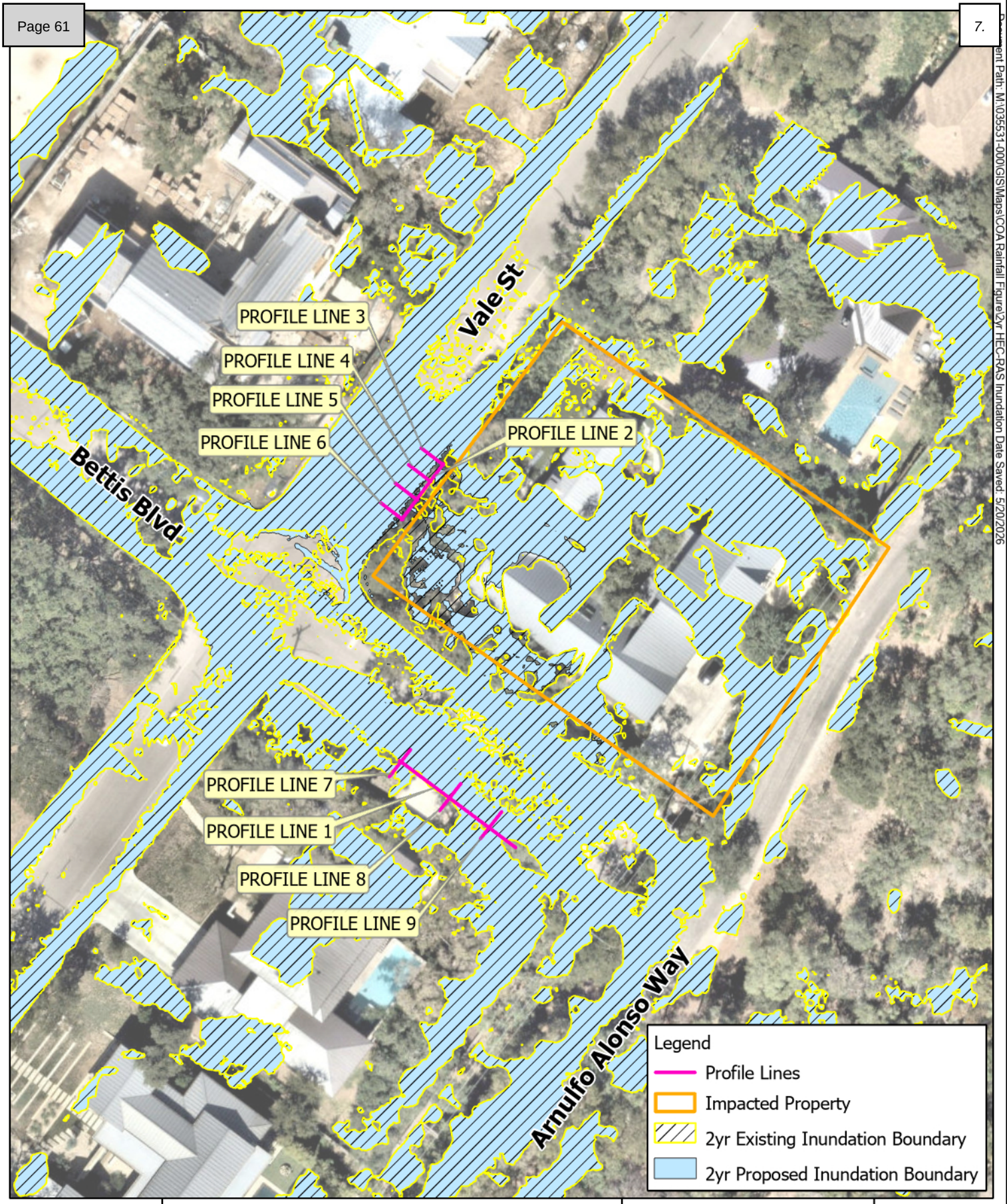
CITY OF AUSTIN DEPARTMENT OF PUBLIC WORKS	CONCRETE VALLEY GUTTER	
Bill Gardner 6/12/06 ADOPTED	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.	STANDARD NO. 436S-2 2 OF 2

Appendix B

HEC-RAS Results:

- *Inundation Boundaries – Existing vs. Proposed*

Document Path: M:\035531-000\GIS\Maps\COA Rainfall Figure\2yr HEC-RAS Inundation Date Saved: 5/20/2026



2-yr Inundation (Proposed vs. Existing)

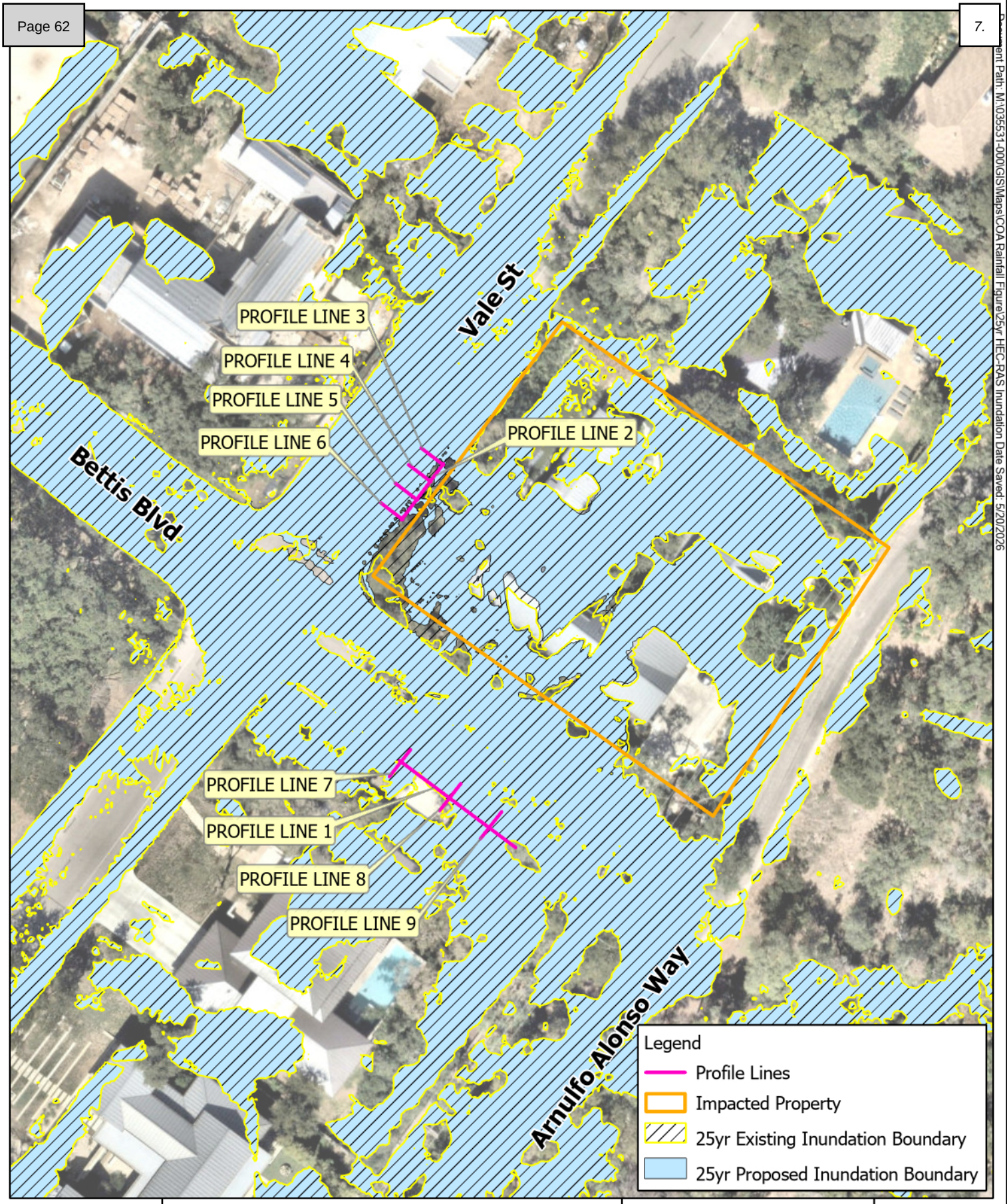
Bettis and Vale
City of Rollingwood

N

0 50 Feet

1 inch = 50 feet

wsb



25-yr Inundation (Proposed vs. Existing)

Bettis and Vale
City of Rollingwood

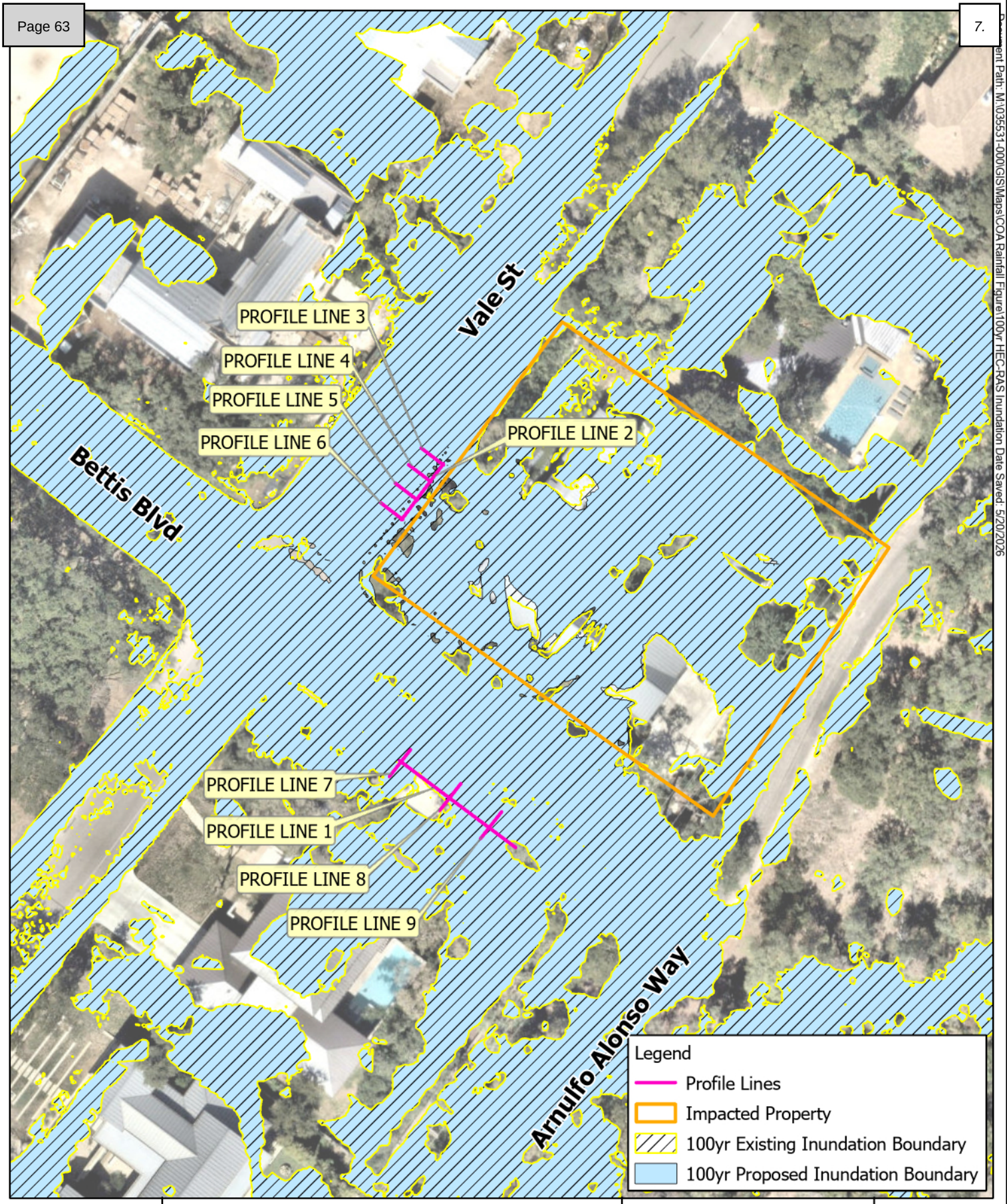
N

0 50 Feet

1 inch = 50 feet

wsb

Document Path: M:\035531-000\GIS\Maps\COA Rainfall Figure\25yr HEC-RAS Inundation Date Saved: 5/20/2026



100-yr Inundation (Proposed vs. Existing)

Bettis and Vale
City of Rollingwood

N

0 50 Feet

1 inch = 50 feet

wsb

Document Path: M:\035531-000\GIS\Maps\COA Rainfall Figure\100yr HEC-RAS Inundation Date Saved: 5/20/2026

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff on behalf of Councilmember Kevin Glasheen

Agenda Item:

Discussion and possible action regarding the project scope and authorizing the mayor to prepare a bid package for the proposed off-leash area and parking lot improvements at Rollingwood Park

Description:

On May 8, 2026, the Rollingwood Park Design Group held a meeting to discuss potential ideas for the Rollingwood Park parking lot and an off-leash area. This meeting included members from City Council, Park Commission, and the Rollingwood Community Development Corporation.

On May 12, 2026, the Park Commission held a meeting which centered around potential pavement for the parking lot and the off-leash area.

During its May 13, 2026, meeting, City Council approved moving forward with using concrete for the parking lot, and proceeding with “Plan 16”, a .59-acre off-leash area at Rollingwood Park. Below is the language from the motions:

> **Councilmember Kevin Glasheen moved to approve “Plan 16” as the general design and layout for the park improvement project, including the revised parking lot layout, removal of the north parking lot area, irrigation improvements, and other conceptual elements discussed during the meeting, while recognizing that specific details such as fencing would return for further review. The motion was seconded by Councilmember Kevin Schell. The motion carried with 5 in favor and 0 against.**
>
> **Councilmember Brook Brown moved to approve the recommended next steps outlined in the Lochner memo related to engineering and drainage review for the proposed park improvements and directed that progress updates be reported back to City Council as the work proceeds. Discussion clarified that the review would focus on the approved concrete parking lot concept and associated drainage impacts, with additional analysis to be completed by Lochner as needed. Councilmember Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.**

During its June 8, 2026 meeting, the RCDC board reaffirmed its intention to fund all or some of the proposed park improvements, subject to available funds and the total project cost.

This Council agenda item allows Council to further discuss and refine the projects' details as directed in the first motion (such as discussing possible fencing options) and to authorize the mayor to prepare a bid package for these projects.

Currently, staff have been coordinating efforts between the City, Sitio Designs, and Robert Dial to ensure that the City Engineer, Lochner, will receive design drawings for the approved concepts that are sufficient for Lochner's verification of the engineering analysis of the stormwater runoff.

As a reminder, below are Lochner's recommendations to the City on the next steps:

Completed:

- Park Commission selects a preferred pavement option to advance to design.

In progress:

- Confirm existing pavement and compacted base limits and proposed expansion limits.
- Confirm TCEQ Edwards Aquifer Recharge Zone applicability, including whether the work requires a new WPAP, modification, exception, or no separate submittal based on existing approval.
- Obtain planning-level cost estimates from Sitio Design for all three pavement options, inclusive of probable drainage mitigation, water quality, underdrain, and downstream discharge control costs.
- Develop a drainage layout that controls runoff at the eastern property line and avoids creating an adverse concentrated discharge condition.

Still to do:

- Complete formal hydrologic calculations and confirm whether detention, equivalent drainage mitigation, a TCEQ submittal, or a water quality BMP for applicable TCEQ Chapter 213 compliance is required.
- Prepare an Operations and Maintenance plan for any drainage facility or permeable pavement BMP.

Action Requested:

To discuss and consider the project scope and to authorize the mayor to prepare a bid package for the proposed off-leash area and parking lot improvements at Rollingwood Park

Fiscal Impacts:

The fiscal impact from this item depends upon City Council's decision

Attachments

- Park Design

Dog Park Version 'E'

.59 Acres

* Softball Field - shifted south 40', west 10'
* One field eliminated

1 acre = 43,560 sf
.5 acre = 21,780
.55 acre = 23,958
.6 acre = 26,136 sf

KEY

- Dog Park Area - 25,752 sf (.59 ac)
- Play Field Area - 29,114 sf (.67 ac)
- Additional Play Field Area - 2.367 sf (.05 ac)
- Proposed Planting Areas (Additional Butterfly Gardens)
- Proposed Dog Fencing
- Existing Ball Field Fencing
- Proposed Ball Field Fencing to accommodate proposed parking area
- Proposed Ball Field Fencing to accommodate proposed Dog Park
- Proposed Guardrail

North

Scale 1" = 30'-0"

Proposed Shade Tree

Tree protection fencing



sitiodesign

curt arnette, asla
landscape architect
6 1 1 4 ginita lane
austin, texas 78739

512.415.2097

sitiodesigngroup@yahoo.com
sitiodesign.com

April 28, 2026

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Agenda Item:

Discussion and possible action on the Request for Qualifications for Owner's Representative Services for City Hall Improvements

Description:

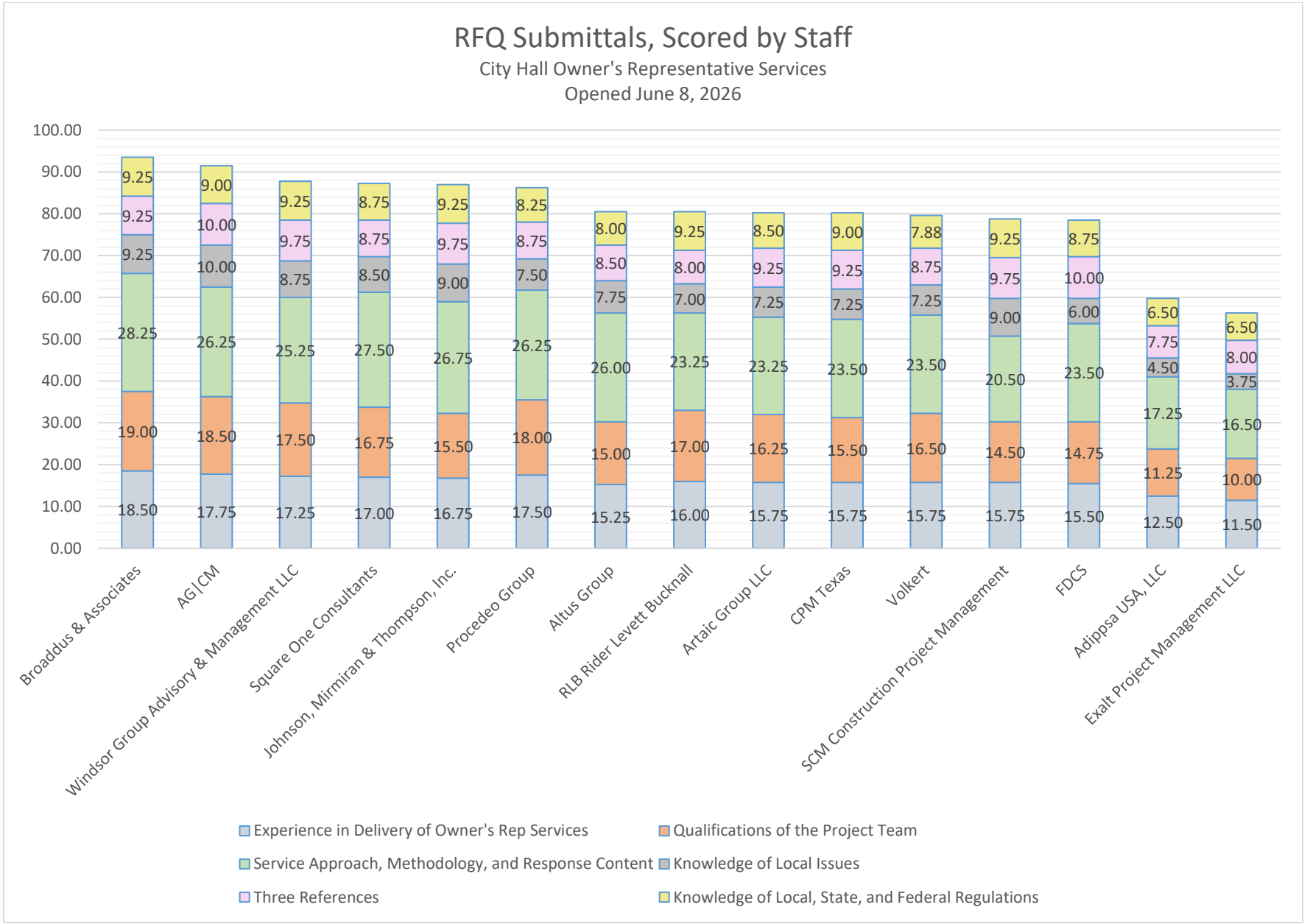
This agenda item is this month's standing item to allow Mayor Massingill to update Council on the progress of the City Hall improvement project and to solicit comments and direction on the same.

This month's item focuses on the Request for Qualifications for Owner's Representative Services, the timeline for which is below:

March 25, 2026	Issuance of RFQ authorized by Council
April 15, 2026	RFQ language approved by Council
May 8, 2026	RFQ published (see attachment for RFQ)
May 29, 2026	In-person pre-bid conference (see attachment for sign-in sheet)
June 1, 2026	Addendum No. 1 to the RFQ released and disseminated (see attachment for the addendum)
June 8, 2026	RFQ due date and bid opening (see attachment for sign-in sheet and bid tabulation sheet)
June 8-11, 2026	All fifteen (15) RFQ submittals independently scored and ranked by four (4) members of staff, scores averaged, and all 15 submittals ranked (see data below)
June 17, 2026	All RFQ information presented to Council, including staff's ranking; Council to provide input and direction on rankings and which firms to invite back to Council's July 15 meeting
July 15, 2026	Council meeting to speak with representatives from selected firms, finalize list ranking, discuss and authorize procedure for contract negotiations
August 19, 2026	Earliest regular Council meeting at which the award of a contract for Owner's Representative Services could be approved by Council

Staff's average evaluation of the submitting firms is below. Please note that these rankings, given that they were prepared by staff, are draft rankings only, and are subject to change by the City Council.

Category	Max Score	Broaddus & Associates	AG|CM	Windsor Group Advisory & Management LLC	Square One Consultants	Johnson, Mirmiran & Thompson, Inc.	Procedeo Group	Altus Group	RLB Rider Levett Bucknall	Artaic Group LLC	CPM Texas	Volkert	SCM Construction Project Management	FDCS	Adippsa USA, LLC	Exalt Project Management LLC
Experience in Delivery of Owner's Rep Services	20	18.50	17.75	17.25	17.00	16.75	17.50	15.25	16.00	15.75	15.75	15.75	15.75	15.50	12.50	11.50
Qualifications of the Project Team	20	19.00	18.50	17.50	16.75	15.50	18.00	15.00	17.00	16.25	15.50	16.50	14.50	14.75	11.25	10.00
Service Approach, Methodology, and Response Content	30	28.25	26.25	25.25	27.50	26.75	26.25	26.00	23.25	23.25	23.50	23.50	20.50	23.50	17.25	16.50
Knowledge of Local Issues	10	9.25	10.00	8.75	8.50	9.00	7.50	7.75	7.00	7.25	7.25	7.25	9.00	6.00	4.50	3.75
Three References	10	9.25	10.00	9.75	8.75	9.75	8.75	8.50	8.00	9.25	9.25	8.75	9.75	10.00	7.75	8.00
Knowledge of Local, State, and Federal Regulations	10	9.25	9.00	9.25	8.75	9.25	8.25	8.00	9.25	8.50	9.00	7.88	9.25	8.75	6.50	6.50
	Total -->	93.50	91.50	87.75	87.25	87.00	86.25	80.50	80.50	80.25	80.25	79.63	78.75	78.50	59.75	56.25
	Rank -->	1	2	3	4	5	6	7	7	9	9	11	12	13	14	15


RFQ Submittals, Scored by Staff
City Hall Owner's Representative Services
Opened June 8, 2026
100.00
90.00
80.00
70.00
60.00
50.00
40.00
30.00
20.00
10.00
0.00
Broaddus & Associates 9.25 9.25 9.25 28.25 19.00 18.50
AG|CM 9.00 10.00 10.00 26.25 18.50 17.75
Windsor Group Advisory & Management LLC 9.25 9.75 8.75 25.25 17.50 17.25
Square One Consultants 8.75 8.75 8.50 27.50 16.75 17.00
Johnson, Mirmiran & Thompson, Inc. 9.25 9.75 9.00 26.75 15.50 16.75
Procedeo Group 8.25 8.75 7.50 26.25 18.00 17.50
Altus Group 8.00 8.50 7.75 26.00 15.00 15.25
RLB Rider Levett Bucknall 9.25 8.00 7.00 23.25 17.00 16.00
Artaic Group LLC 8.50 9.25 7.25 23.25 16.25 15.75
CPM Texas 9.00 9.25 7.25 23.50 15.50 15.75
Volkert 7.88 8.75 7.25 23.50 16.50 15.75
SCM Construction Project Management 9.25 9.75 9.00 20.50 14.50 15.75
FDCS 8.75 10.00 6.00 23.50 14.75 15.50
Adippsa USA, LLC 6.50 7.75 4.50 17.25 11.25 12.50
Exalt Project Management LLC 6.50 8.00 3.75 16.50 10.00 11.50
Experience in Delivery of Owner's Rep Services
Qualifications of the Project Team
Service Approach, Methodology, and Response Content
Knowledge of Local Issues
Three References
Knowledge of Local, State, and Federal Regulations

Staff plans to invite the top seven (7) firms to the July 15 City Council meeting to address Council's questions. Currently, two firms are tied for seventh place, so the current list of intended invitees is:

1. Broaddus & Associates
2. AG|CM
3. Windsor Group Advisory & Management LLC
4. Square One Consultants
5. Johnson, Mirmiran & Thompson, Inc.
6. Procedeo Group
7. Altus Group
7. RLB Rider Levett Bucknall

Should any member of Council wish to invite a submitting firm other than those in the list, staff requests notification so that the firm can be afforded plenty of time to make arrangements to attend.

Action Requested:

Staff requests Council's input and direction on the RFQ rankings, and direction on which firms to invite to Council's July 15 meeting.

Fiscal Impacts:

This update and actions provided in this item will not have a fiscal impact on the City

Attachments:

- Published RFQ for Owner's Representative Services for the City Hall Improvements
- Addendum No. 1 to the RFQ
- Pre-Bid Conference Sign-In Sheet
- Bid Opening Sign-In Sheet
- Bid Tabulation Sheet
- Bid Submissions:
    - Adippsa USA, LLC
    - AG|CM
    - Altus Group
    - Artaic Group LLC
    - Broaddus & Associates
    - CPM Texas
    - Exalt Project Management LLC
    - FDCS
    - Johnson, Mirmiran & Thompson, Inc.
    - Procedeo Group
    - RLB Rider Levett Bucknall
    - SCM Construction Project Management
    - Square One Consultants
    - Volkert
    - Windsor Group Advisory & Management LLC

Request for Qualifications

Owner's Representative Services for

City Hall Improvements

City of Rollingwood, Texas

City of Rollingwood

403 Nixon Drive

Rollingwood, TX 78746

RFQ Release Date – Friday, May 8, 2026

In-Person Pre-Bid Conference Date – Friday, May 29, 2026 at 2:00 p.m.

RFQ Due Date – Monday, June 8, 2026 at 10:00 a.m.

RFQ Contents

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Background 2
Scope of Services 3
Insurance Requirements 5
Response Content 6
Response Submittal 8
Review and Selection Procedure 8

Overview

The City of Rollingwood (the "City" and the "Owner") is soliciting responses from firms with professional qualifications and experience in providing owner's representative services for the improvement or replacement of municipal buildings and facilities. Statements of qualifications will be accepted from individuals, firms, or groups of firms who can demonstrate they have the resources, experience, and qualifications to provide such owner's representative services. It is the City's intent to obtain owner's representative services to act on behalf of the City of Rollingwood in all activities associated with the improvement, remodeling, or replacement of the City's municipal building located at 403 Nixon Drive, Rollingwood, Texas (the "Project").

The successful firm will provide a single person who will serve as the City's principal point of contact. The span of services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm selected. Sub-contractors to the successful firm may provide services to the City only with approval of the City Council.

For the purpose of this Request for Qualifications ("RFQ"), the term "Owner's Representative" will be used hereafter to refer to the successful firm.

The purpose of the RFQ is to enter into a master services agreement for project management ("PM") services with the most qualified respondent. Project management on the Project will be task order driven based upon the demands of the project.

Background

The City of Rollingwood is located directly adjacent to the city limits of Austin and West Lake Hills and is in close proximity to downtown Austin and the University of Texas. Incorporated in 1955, the City has the warmth and charm of a small town neighborhood. Large, sprawling lots with rolling topography and live oaks aplenty add to its attraction. Contributing to Rollingwood's outstanding quality of life are the City's low crime rate, superior school district, and desirable location.

The City of Rollingwood has a population of approximately 1,500 people. It is a Type A, General Law City with a Mayor-Council form of government. The City Council consists of the Mayor and five

Councilmembers elected at-large to staggered, two-year terms. Annually, the City Council selects one of its members to serve as Mayor Pro Tempore.

In partnership with Travis County Emergency Services District No. 9 (the "ESD"), which operates the Westlake Fire Department, the City intends to improve its municipal building. The improvements will include facilities for use as a fire station by the Westlake Fire Department. Currently, the City has authorized $2.5 million, and Travis County Emergency Services District No. 9 has authorized $1.5 million, resulting in a total cost for the Project of no more than $4 million.

Scope of Services

Through this RFQ, the City is requesting Respondents to provide qualifications for professional PM services for the planning, design, construction, and closeout of the Project. Firms with experience in PM services for public infrastructure and similar facilities are requested to respond to this RFQ. Respondents are required to submit their own specific project approach and tasks, which shall include, but will not be limited to, the following:

1. The Owner's Representative shall serve as an agent and representative of the City. The primary objective of this RFQ is to ensure that the completed Project shall meet the needs of the City and of the ESD and is accomplished on time and within budget. The successful Respondent will demonstrate a highly qualified ability to accomplish the objectives of this RFQ.

2. The successful Respondent will be highly skilled and experienced in managing projects similar to the Project listed. Services shall include all general leadership and management functions required of a project manager including but not limited to: recommendations for and development of the scope of work, preparing and managing Requests for Proposals (RFPs) in accordance with governmental purchasing requirements, recommendations for project delivery, procurement of necessary goods and services, tracking budgets, providing cash-flow projections to administration as required, preparing cost estimates, validating construction cost/cost of work, developing and monitoring schedules, overseeing quality of all aspects of the project, communication with the project team including making regular presentations to City Council, thorough documentation, and the ability to provide services, including, but not limited to:

    a. Pre-Construction Phase
        i. Establish and maintain communication protocol between the Owner's Representative and the City as Owner.
        ii. Assist in defining the Project's needs, refining the current needs assessment document, and assist with deciding on a project delivery method such as design-bid-build or Construction Manager at Risk.
        iii. Assist in developing Request for Qualifications ("RFQ") documents for the procurement of the Architect for the Project.
        iv. Assist in selection/evaluation of the Architect.
        v. Assist in developing Request for Proposal ("RFP") documents for the procurement of the General Contractor, and if appropriate, the CM At Risk for the Project.

vi. Assist in selection/evaluation of the General Contractor and, if appropriate, the CM at Risk.
vii. With input from the City, create the milestone schedule for overall Project design and construction.
viii. Manage coordination and correspondence between all parties, including, but not limited to, the City as Owner, Architect, and General Contractor.
ix. Review design documents, drawings and specifications for constructability, cost-effectiveness, scheduling, consistency, and coordination.
x. Give guidance regarding design aesthetics in coordination with the architect, to ensure cost effective outcomes.
xi. Monitor and maintain all parties' efforts for conformance to schedule and budget.
xii. Notify Owner of design and budget concerns throughout design process.
xiii. Develop detailed cost estimates at various phases of design, as necessary.
xiv. Assist in the development of value engineering options as required.
xv. Assist in the development of contract negotiation process and aid in review, approval or disapproval of General Contractor numbers, or CM at Risk's guaranteed maximum price.
xvi. Assist in the preparation of Contract Documents for all contractors, to be reviewed and approved by the City's legal counsel.
xvii. Facilitate preconstruction conference(s), preparing and maintaining minutes from such conference(s).
xviii. Coordinate with local utilities, cities, entities, etc. on Owner's behalf.

b. Construction Phase
i. Establish and maintain communication protocol between the City as Owner, Architect, and General Contractor/CM At Risk.
ii. Monitor the overall budget and schedule and advise the Owner of any trends that affect the timely procedures and cost-effective completion of the Project.
iii. Maintain thorough knowledge of the plans and specifications.
iv. Personally observe major assemblies placed in the construction for general compliance with the contract documents, supplemental instructions from the Architect, and support the quality assurance efforts of the Inspector(s).
v. Coordinate construction logistics between the Architect, General Contractor/CM At Risk and the Owner.
vi. Review General Contractor/CM At Risk's schedule of values/cost breakdown and construction schedule and recommend approval/changes and disapproval.
vii. Attend, arrange and conduct a variety of meetings, as requested by the Owner.
viii. Perform quality surveys, review and verify the contractor's monthly application for progress payments.
ix. Review and analyze proposed change orders and make recommendations to Owner.
x. Assess and evaluate pricing on all change order requests, taking the lead in negotiating fair and equitable resolutions and managing schedule impacts.

xi. Review requests for information ("RFI") and Architect's supplemental instructions ("ASI"). Track submittals as required through completion of the process.
xii. Generate weekly site visit reports describing general events, noting problems and unusual events.
xiii. Take appropriate photographs that document construction progress and conformity with Contract Documents.
xiv. Review and verify General Contractor/CM At Risk's Project record drawings and schedule are updated to reflect all changes and work completed before each monthly progress payment.
xv. Provide and monitor inspections of the construction as follows:
    1. Frequently inspect the work for progress, quality, and conformance with the Contract Documents.
    2. Coordinate, track, and document all Owner testing.
    3. Review special inspection and material testing reports to verify conformance with the Contract Documents.
    4. When work is found to be non-conforming, document the deficiencies and promptly provide written notification of the deficiencies to the Architect, Owner, and General Contractor/CM At Risk.
    5. Verify that deficiencies have been corrected and/or approved by the applicable party.
    6. Issue inspection deficiency list to the Architect, Owner, and General Contractor/CM At Risk. Conduct inspections and track deficiencies through correction.
    7. Coordinate preparation of the punch-list and monitor corrective work to successful completion.
    8. Coordinate Owner Activities (Occupancy, fixture and equipment procurement, Technology, etc.).

c. Closeout Phase
    i. Verify all Project Record Documents are provided to the Owner and complete.
    ii. Verify all O&M Manuals are complete and provided to Owner.
    iii. Verify all Warranties are submitted and in accordance with Contract Documents.
    iv. Ensure City staff have received all necessary training for the operation of the new building and systems.
    v. Maintain a presence and provide support, follow up and track completion on warranty requests.

Insurance Requirements

For the duration of the contract, the service provider must maintain Commercial General Liability insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate, Professional Liability Insurance with limits of not less than $1,000,000 per occurrence if available to a professional engaged in consultant's regular course of business, Automobile Liability insurance with a minimum limit of $1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas.

Service Provider shall maintain liability insurance in an amount of not less than $1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by Service Provider.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement being entered into. The cost of such insurance is the service provider's responsibility. Failure to comply could result in non-award of the contract.

Response Content

Responses must adhere to the requirements outlined in this section; the following items are required in each response. Instructions regarding scope and contents are given in this section. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of each response. Facsimile responses will not be accepted. Responses must contain a concise presentation of sufficient length to be complete. The original statement of qualifications and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. Introduction/Cover Letter: Provide a cover letter introducing the firm and providing any other pertinent information, including the firm's approach to providing owner's representative services.
2. Firm Description: Provide the name and address of the firm with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. List number of years providing owner's representative services, specifically for local government entities. All submitting firms must identify the location of any parent office(s), and the location of the office that will be principally responsible for the project. For the office responsible, please provide an Organizational Chart depicting:
    a. Key staff proposed for the City's Project.
    b. All staff members who will be involved in supporting the firm's efforts.
3. Project Team and Qualifications: Provide:
    a. Identify all key personnel, their relationship to the project, relevant qualifications and experience, degrees held, registrations, memberships, years with the firm, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
        i. Identify all staff members who hold a Certified Construction Manager (CCM) in project leadership capacity. (Must be employees of the prime firm at the time of submission.)
        ii. List of personnel experience specifically in the municipal facilities market.
        iii. Identify the person who will be primarily responsible for contact with the City.
        iv. For team members in a project support role, provide a half page résumé with the following information:
            1. Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm.

2. List of personnel experience, specifically in the municipal facilities market.

b. Provide a brief outline of the firm's staffing and ability to meet the schedule and deadlines described in this RFQ.
c. Provide information related to the level of knowledge of applicable local, state and federal regulations including but not limited to those regarding construction, development, building codes, environmental quality, and drainage.
d. Identify any sub-contractors proposed for the project and list the proposed Project roles and responsibilities for each sub-contractor.

4. Scope of Services: Generally discuss the firm's approach to accomplishing the "Scope of Services" section above.
5. References: Identify at least three (3) similar clients that the firm currently provides or has previously provided service to, preferably municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed.
6. Quality Control: Describe how the successful respondent will manage quality control/quality assurance to monitor and resolve issues and check cross-reference documents, consultant and contractor's work, invoicing, quantities, bids, design reviews, change orders and so forth. Specific examples shall be included in the proposal, as applicable.
7. Additional Data: This section will be limited to five (5) pages. Responses may include any other information the respondent deems essential to the evaluation of the statement of qualifications.

Requests for Clarification and Addenda

All questions or requests for clarification regarding this Request for Qualifications ("RFQ") must be submitted in writing via email to the City Administrator no later than 5:00 p.m. on Friday, May 29, 2026. Questions shall be directed to:

Alun Thomas, City Administrator
City of Rollingwood
Email: athomas@rollingwoodtx.gov

Questions received after the stated deadline may not be considered.

Responses to questions, as well as any revisions, clarifications, or addenda to this RFQ, will be issued by the City in the form of written addenda. Addenda will be distributed to all known recipients of the RFQ and may also be posted on the City's website, if applicable.

It is the responsibility of each Respondent to ensure that they have received all addenda issued by the City prior to submitting a response. Failure to acknowledge receipt of all addenda may result in the rejection of the response.

Each Respondent shall acknowledge receipt of all addenda in their submitted Statement of Qualifications.

No oral statements, interpretations, or clarifications by City staff or representatives shall be considered binding. Only written addenda issued by the City shall be considered official.

Response Submittal

To be considered, please submit 7 (seven) hard copies and 1 (one) electronic copy, on a USB drive, of your statement of qualifications, addressed and delivered to:

City of Rollingwood
Attn: City Secretary
403 Nixon Drive
Rollingwood, TX 78746

The envelope or container must be sealed, and must clearly state: RFQ RESPONSE: Owner's Representative Services for City Hall Improvements.

Responses received after the due date of Monday, June 8, 2026 at 10:00 a.m. will not be considered.

Questions regarding this request for qualifications may be directed to City Administrator Alun Thomas, City of Rollingwood, 403 Nixon Drive, Rollingwood, TX 78746 or by email at: athomas@rollingwoodtx.gov

Review and Selection Procedure

The City Council will evaluate each statement of qualifications and select an Owner's Representative for the Project at a meeting that will be open to the public in compliance with the Texas Open Meetings Act. The City may use a two-step process for the final selection of a qualified consultant:

Step 1: Consists of a Qualifications package submitted by firms interested in being considered. The City may select short-listed firms based on an evaluation of the written materials submitted. Short-listed firms may be asked to submit additional information. The City reserves the right to make a firm selection based on the Qualifications package alone, without interviews.

Step 2: If the City proceeds with interviews, a selection will be made of one finalist following interviews with the short-listed firms. The City may initiate negotiations with the selected consultant to develop a scope of work. If negotiations are unsuccessful, the City may enter into the process with the next highest ranked short-listed firm.

The following evaluation criteria and their respective weights will be used in selecting an Owner's Representative:

Evaluation Criteria	Points
Firm's experience in the delivery of successful Owner's Representative services to meet the defined scope of work	20

Qualifications of the Project Team	20
Service approach, methodology and response content that addresses the requirements listed in the RFQ	30
Knowledge of local issues in the City of Rollingwood and the surrounding region	10
References: Three (3) required	10
Knowledge of applicable local, state and federal regulations including but not limited to those regarding construction, development, building codes, environmental quality, and drainage.	10

The City of Rollingwood reserves the right to reject any and all responses and to waive any informality in responses received.

Request for Qualifications
Owner's Representative Services for
City Hall Improvements

Addendum No. 1

City of Rollingwood, Texas

City of Rollingwood

403 Nixon Drive

Rollingwood, TX 78746

Addendum No. 1 Release Date – Monday, June 1, 2026

RFQ Due Date – Monday, June 8, 2026, at 10:00 a.m.

The City of Rollingwood (the "City") issues this Addendum No. 1 to the Request for Qualifications (RFQ) for Owner's Representative Services associated with the City Hall Improvements Project. This addendum has been prepared by City staff to address questions and requests for clarification raised by prospective respondents during the In-Person Pre-Bid Conference held on Friday, May 29, 2026, at 2:00 p.m., as well as other enquiries received by the City, such as during the tour of the City Hall facilities held immediately following the In-Person Pre-Bid Conference.

The City is committed to conducting a fair, transparent, and competitive procurement process. To ensure all interested firms have access to the same information, this addendum provides responses, clarifications, and supplemental information intended to further define the City's expectations regarding the scope of services, project objectives, and procurement requirements. Respondents should carefully review all information contained herein and incorporate any applicable revisions into their Statements of Qualifications.

The selected Owner's Representative will serve as the City's trusted advisor throughout the City Hall Improvements Project, providing strategic guidance, project oversight, and coordination during planning, design, procurement, and construction activities. The City seeks a highly qualified firm with demonstrated experience managing public-sector capital improvement projects and delivering successful outcomes on behalf of municipal clients.

Except as expressly modified by this Addendum No. 1, all provisions, requirements, deadlines, and conditions of the original RFQ remain unchanged and in full force and effect. This addendum shall be considered part of the RFQ and **must be acknowledged by all respondents in their submissions**.

Below are the questions asked during the In-Person Pre-Bid Conference, along with the City's responses:

Q1. Is the project intended to attain LEED certification or another environmental certification?

A1. The City of Rollingwood has not made a determination on this matter. The selected Owner's Representative can make a recommendation regarding environmental certifications to the City Council as needed.

Q2. Does the City have an existing study or studies regarding the needs for the facility?

A2. No formal needs assessment has been performed. However, the City of Rollingwood has a preliminary needs assessment that was drafted by City staff in partnership with Travis County Emergency Services District No. 9 (Westlake Fire Department), which is included as Appendix "A" to this Addendum. That needs assessment may contain errors and omissions, so should be closely reviewed by the selected Owner's Representative early in the project.

Q3. Does the City intend to refurbish the existing building, build a new building, or some combination of the two?

A3. The City of Rollingwood has not made a determination on this matter. The selected Owner's Representative shall be required to make a recommendation on this to the City Council.

Q4. Will the selected Owner's Representative be required to help with finding a space for the relocation of City staff?

A4. The City of Rollingwood intends to handle relocation of staff itself. However, the selected Owner's Representative shall be required to coordinate timing of staff relocation with the City, and recommendations for temporary workspace for staff will be considered.

Q5. Is there a time frame for the full completion of the City Hall Improvements Project?

A5. At this time, the City of Rollingwood has not committed to a timeline for the project. The selected Owner's Representative shall be required to make a recommendation on the project's timeline to the City Council, and to hold the project to the timeline chosen and approved by the City Council.

Q6. Should the City Hall Improvements Project exceed its budget, would the City get another bond to finance the difference?

A6. As a municipal government, the City of Rollingwood is a steward of taxpayers' money. As such, the City intends to stay at or below the budget approved by City Council, and the selected Owner's Representative shall be required to ensure that the budget is strictly adhered to. Should, at any time, the budget appear to be unrealistic in the professional opinion of the selected Owner's Representative, the selected Owner's Representative shall immediately inform the City so that the City Council can consider the matter.

Q7. On Page 6, 3a of the RFQ, responding firms are asked to identify all key personnel, their relationship to the project, relevant qualifications and experience, degrees held, registrations, memberships, years with the firm, and their level of effort toward completing all needed tasks. What did the City mean by this?

A7. The City always seeks to have well-qualified people working on its behalf; a highly qualified firm is important, but the City needs assurances that the firm selected to be the Owner's Representative will have highly qualified people performing work for this City on this project.

Respondents are asked to detail who will be working on the project on the firm's behalf and what their individual role(s) will be. For each person, explain their qualifications, experience, education, professional licenses or certifications, memberships in professional organizations, how long they have worked for the firm, and how much of their time they will dedicate to completing the project.

Q8. Has the City of Rollingwood ever used an Owner's Representative before?

A8. The City's current staff and City Council have not previously used an Owner's Representative for building construction or rehabilitation.

Q9. When will a decision be made to select an Owner's Representative?

A9. It is expected that the City Council will approve the ranking of firms by qualification at its regular meeting on June 17, 2026. Following that, the City will enter into contract negotiations with the most qualified firm, as is typical for an RFQ process. Should an agreement not be made with the most qualified firm, the City will move to the second most qualified firm and begin negotiations. As needed, this process will continue down the rankings, but at no time will the City move back up the list if contract negotiations have failed.

Q10. Will the City Council interview the responding firms?

A10. The City of Rollingwood has not made a determination on this matter, although interviews may take place if requested or directed by the City Council.

Q11. What delivery method (such as Construction Manager at Risk) does the City intend to use?

A11. The City of Rollingwood has not made a determination on this matter. The selected Owner's Representative shall be required to make a recommendation on the project delivery method to the City Council.

Remainder of this page intentionally left blank

Appendix "A" to Addendum No. 1 to the Request for Qualifications (RFQ) for Owner's Representative Services Associated with the City Hall Improvements Project

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
Shared: All	Public	Entry/Lobby for visitors	160	1			Varies	Entry/Waiting area for visitors to City hall/Fire Department, water fountains	Receptionist/Utility Billing /Court/PD/FD Admin Assistant. Public Restrooms	Public Facing Windows for Admin/PD/FD
Shared: All	Public	Public Restrooms	112	2	8	7	1	Two private bathrooms	Lobby	Two Unisex
Shared: All	Semi Private	Council Chambers	961	1	31	31	11-15 Staff/ Council, 50 Public	Council Meetings, Board and Commission Meetings, Larger meeting space than conference room.	Conference Room for Executive Session	Should have barrier between Council Chambers and any offices to allow daytime meetings that don't interfere with work.
Shared: All	Semi Private	Kitchen/Break Room	160	1			8 people when tables in use.	Kitchen, add stove and a few tables/chairs.	Near enough to all departments	
Shared: All	Semi Private	IT Room	90	1	9	10	0	Large enough for PD/Admin IT Needs. Must lock.	Near necessary departments (Will need to consult with IT)	
Shared: All	Semi Private	Utility Room	100	1	10	10	0	May be in garage or city hall, hold cleaning supplies and paper towels, etc. Washer and Dryer for police and PW uniforms		
Shared: All	Private	Staff Restrooms	168	3	8	7	1	Three private bathrooms	Near enough to all departments or may need additional restrooms in separate location.	Three Unisex
Shared: All	Private	Large Multipurpose Conference/Training/Briefing Room	180	1	10	18	Up to 10	Staff meetings/ briefings, Executive Session	Council Chambers	Willling to Share with FD/PD, to hold approx. 10 people
Shared: All	Private	Staff Locker Room	200	1	10	20	3-4	Shared room of lockers adjacent to 2 separate locking showers. Lockers: 4 PW, 10 PD, 12 Fire Department	Closest to departments that would use it most (PW/FD/PD)	Note: Often FD lockers are included in FD sleeping quarters so may not need space here- if not, this room can be downsized
Shared: All	Private	Staff Shower Facilities	108	2	9	6	1	Two individual locking shower rooms with bench.	Staff locker room.	
Shared: All	Semi-Private	Electrical/Communications	96	0	8	12	0	Shared with entire building. House communications, ATS, MDP, and electrical equipment	Centrally located. Could be on 2nd floor mezzanine	Dedicated cooling, server, data, and phone panels on opposite walls with UPS in the middle
Shared: All	Apparatus	Fire Sprinkler Riser	25	0	5	5	0	Shared with entire building. Sprinkler riser.	Apparatus Bay	On exterior wall with door
Shared: All	Mechanical	Mechanical Platform	208	0	8	26	0	Shared with entire building. Space for indoor AHU's EWH's, other equipment.	Stairwell	
Shared: All	Private	Weight/Exercise Room	320	1	16	20	0	Workout room shared with all staff	Locker Rooms (if possible)	
		Total Square Footage	2,888							

Admin	Semi Private	Court Clerk Office/Work Station	100		10	10	1 + 2 Visitors	Court Clerk Office, Storage and Ability to talk to the public.		Public Facing Window
Admin	Semi Private	Assistant to City Administrator/ Receptionist Work Station	80		10	8	1	Receive Lobby Visitors	City Administrator	Public Facing Window
Admin	Semi Private	Utility Billing Office/Work Station	100		10	10	1	Ability to talk to the public, semi private space for billing.	City Administrator/ Finance Director	Public Facing Window
Admin	Semi Private	Resident Computer/Work Station	56		8	7	1 when needed	Computer for residents to view plans.	Development Services Manager	Semi Public for Supervision

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
Admin	Private	City Administrator Office	170	1	10	17	1 + 4 Visitors	Office + small conference table, Similar to current office setup.	City Secretary's Office/Finance Director	With Small Conference Table
Admin	Private	City Secretary Office	120	1	10	12	1 + 2 Visitors	Office, similar to current office setup.	City Administrator's Office/ Finance Director	Room for small filing cabinets
Admin	Private	Finance Director Office	120	1	10	12	1 + 2 Visitors	Office, private space for talking to employees about payroll or benefits.	City Administrator/City Secretary	Room for small filing cabinets - Current Office is 130 SF
Admin	Private	Development Services Manager Office	120	1	10	12	1 + 2 Visitors	Office, room for 1-2 members of public to discuss development plans.	Administrative Offices/Resident Computer	
Admin	Private	Elected Official Office	120	1	10	12	1 + 2 Visitors	For elected officials to have a private work/ meeting space.	City Administrator's Office	
Admin	Private	Extra Office	120	1	10	12	1 + 2 Visitors	Possible future expansion in development/engineering	Development Services office	
Admin	Private	Large Storage Room for Supplies/Files + Document Workroom	120	1	10	12	0	Office supply storage similar to current setup	Receptionist/ Administrative staff	May be combined with Historical Document Storage Room if enlarged. Store Copier, postage machine, etc.
Admin	Private	Historical Document Storage Room	100	1	10	10	0	Area for historical documents (Ordinances, minutes, misc. historical files)	City Secretary	May be combined with Supply/File Room if enlarged.
		Total Square Footage	1,326							
PD	Semi-Private	PD Receptionist Work Station	64		8	8	1 + 2 Visitors	PD Admin Assistant work station	Chief, Senior Corporal and Other Offices	Public Facing Window
PD	Private	Staff Restrooms	112	2	8	7	2	Two private bathrooms	PD Area, FD sleeping Rooms.	Two Unisex; could share with FD. Could also possibly be removed if the staff locker/shower room has private restrooms.
PD	Private	Police Chief Office	195	1	15	13	1 + 4 Visitors	Chief's Office and small conference table, Similar to current office setup.	Patrol Work stations	With Small Conference Table
PD	Private	Command Office (Senior Corporal)	120	1	10	12	1	Office for Senior Corporal (second in command	Patrol Work stations	Room for small filing cabinets
PD	Private	Coporals Office	170	1	10	17	2	Shared office for two corporals	Patrol Work stations	Room for small filing cabinets - Current Office is 130 SF
PD	Private	Patrol Work Station room	500	1	20	25	0	Shared work stations for officers, will hold up to 4 at a time	Chief, Senior Corporal and Other Offices	
PD	Private	Large Storage Room for Supplies/Files + Document Workroom	120	1	10	12	0	Office supply storage and workroom	PD Admin Assistant, PD Offices	May be combined with Shared use storage and workroom if located nearby
PD	Private	Records room	100	1	10	10	0	Area for record storage	Patrol Work Stations	
PD	Private	Interview Room	100	1	10	10	3	Interview room		Private entrance to this room (Not through public lobby)
PD	Private	Internal Storage	122	1	9	13.5	0	Uniforms, gun locker, equipment		
PD	Private	Evidence Processing Room	64	1	8	8	0	Processing evidence before storage		Can be entry to locking evidence storage room, has table for evidence processing.
PD	Private	Evidence Room	120	1	10	12	0	Locking evidence room		Must have separate ventilation system

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
PD	Private	Large unconditioned storage area	120	1	10	12	0	Locking cage for Bikes, other equipment, large items		Willing to share with PW
		Total Square Footage	1,907							
PW	Private	Public Works Director Office	120	1	10	12	1 + 2 or 3 Visitors	Public Works Director Office with room for 2-3 oerators or visitors to meet.	Close to Admin Staff if practical	
PW	Private	Public Works Department Office	120	1	10	12	3	Space for three operators to leave belongings, log in to computer to check emails, write reports.	Public Works Director Office	
PW	Private	Public Works Garage/Indoor storage for tools		1				Indoor storage for tools/ working on equipment/vehicles		
PW	Private (Outdoor)	Public Works Yard	700	1	70	100		Outdoor yard for storage of large equipment/ materials		
		Total Square Footage	940							
FD	Semi-Private	Day Room/Kitchen/Dining/pantry	756	1	27	28	4	Kitchen, eating area, food storage, entertainment, gathering space	Main Corridor, patio	3 pantries, fridge, high-end residential range and hood with suppression, preparation space, seating for 4, built-in wall storage, cable outlet, ceiling fans
FD	Semi-Private	Utility Room	80	1	8	10	1	Personal and Bedding, Laundry and General Cleaning Storage	Main Corridor	Washer/dryer, mop sink, built in storage/counter, small handwash sink, ice machine, adjustable shelves.
FD	Semi-Private	Watch Office	100	1	10	10	2	Shared report writing office space	Apparatus Bay, Lobby	Wrap around desk, upper shelving, data, phone, computers, office chairs
FD	Private	Two-person sleeping room	286	2	11	13	2	Beds and lockers for 2 male or female firefighters - beds and lockers are per room - total 4 beds, 12 lockers - 2 beds and 6 lockers in each room	Bathrooms	2 beds, 6 lockers, data
FD	Apparatus	Apparatus Bays (stacked)	900	1	20	45	Varies	Storage for Apparatus (33' Engine)	Support Spaces	Access from air locks, exhaust fans, electric heat. 3' walking aisle on either side of 14' wide truck bay
FD	Apparatus	Decontamination shower room	81	1	9	9	1	Dedicated decontamination shower room	Apparatus Bay	
FD	Apparatus	EMS Storage	36	1	6	6	1	EMS Storage space	Apparatus Bay	Adjustable shelving, ice machine?
FD	Apparatus	Bunker Room (12 lockers + Extractor)	171	1	9	19	12	Gear storage for 3 shifts of 12 firefighters. Includes Extractor and Washer and dryer as well as shelves.	Stairwell	Dedicated cooling & Dehumidification, 24" x 24" gear lockers, gear shelving, LED lighting
		Total Square Footage	2,410							

Shared All	2,888
Admin	1,326
Police Department	1,907
Public Works	940
Fire Department	2,410
Total Square Footage	9,471

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)	Occupants	Function	Adjacency	Special Requirements/Notes
Fire Department Items Removed Per Chief Wilson									
FD	Public	Treatment Alcove (Removed Per Chief Wilson)		0	5	6	1	May not be desired. Treatment/triage room for walk-in patients.	Lobby	Millwork
Fire Department Items Moved to "Shared: All" Section									
Shared: All	Public	Entry/Lobby		0	8	10	Varies	May not be necessary if shared with building lobby. Reception/Checkpoint for public.	Public Restroom	
Shared: All	Public	Public Restrooms		0	6	8	1	May not be necessary if shared with building lobby. Handicap accessible restrooms.	Lobby	ADA Compliant, Unisex
Shared: All	Semi-Private	Electrical/Communications	96	0	8	12	0	Shared with entire building. House communications, ATS, MDP, and electrical equipment	Centrally located. Could be on 2nd floor mezzanine	Dedicated cooling, server, data, and phone panels on opposite walls with UPS in the middle
Shared: All	Apparatus	Fire Sprinkler Riser	25	0	5	5	0	Shared with entire building. Sprinkler riser.	Apparatus Bay	On exterior wall with door
Shared: All	Mechanical	Mechanical Platform	208	0	8	26	0	Shared with entire building. Space for indoor AHU's EWH's, other equipment.	Stairwell	
Fire Department Requests Covered by other Items									
FD	Private	Private Bathroom		0	7	11	1	Shared with PD Locker rooms. Shower Room for personnel.	Sleeping Rooms	Shower, vanity, toilet, ADA

Note: If the PD/Admin/FD facilities are not located in close proximity, some of these may need to come back into the equation (entry/lobby, restrooms, etc.)

ROLLINGWOOD
TEXAS

City of Rollingwood

Pre-Bid Conference- RFQ for City Hall Owners Representative

Friday, May 29, 2026 at 2:00 PM

Name	Company	Email	Phone
James M Snow	Volkert, Inc.	James.Snow@Volkert.com	512-745-7259
Helena Jenkins	SCM	helena@scm-pm.com	940-465-1456
Destiny Vaquera	AGICM	dvaquera@agcm.com	832-863-9215
Ben Snyder	SQ1	bsnyder@sq1.us	512-921-2235
ANDREW CHATTAWAY	PMA CONSULTANTS	achattaway@pmaconsultants.com	917-843-7251
TIANNA FLORES	PROCEDEO	tiannaflores@procedeogroup.com	325-370-2644
JARROD SMITH	FDCS	JSMITH@FDCSTX.COM	972-489-9852
Zachary Stevens	Artaic Group	zachary.stevens@artaicgroup.com	512.468.7302
Jennifer Shell	JMT	JSHELL@JMT.com	737.243.1939
Whitney Rogers	RLB	Whitney.rogers@us.rlb.com	(435)640-7333
Alex Gonzales	Broaddus & Assoc.	agonzales@broaddusw a.com	512 661-8252
JOHN DUKE	CPM	JDUKE@CPMTX.com	512.298.1700
Emmanuel Escarcega	Altus Group	Emanuel.escarcega@altusgroup.com	(915)493-1565
SCOTT BROADDUS	BROADDUS & ASSOC.	SBROADDUS@BROADDUSUSA.COM	512.947.8802

ROLLINGWOOD TEXAS

City of Rollingwood

Bid Opening RFQ for City Hall Owners Representative

Monday, June 8, 2026 at 10:00 AM

Name	Company	Email	Phone
Alun Thomas	City of Rollingwood	athomas@rollingwood tx.gov	512-327-1838
Lindsay Saenz	City of Rollingwood	lsaenz@rollingwoodtx.gov	512-327-1838
Nikki Stautzenberger	City of Rollingwood	nstautz@rollingwood.gov	512.327.1838

ROLLINGWOOD TEXAS

Bid Tabulation Sheet
City Hall Owner's Representative
Monday, June 8, 2026, at 10:00 a.m.

Bidder Name
- Johnson, Mirmiran, & Thompson, Inc.
- SCM Construction Project Management
- Volkert
- CPM Texas
- Windsor Group Advisory & Management LLC
- Square One Consultants
- RLB Rider Levett & Bucknall
- FDCS
- Altus Group
- Broaddus & Associates
- Artaic Group LLC
- AG | CM
- Procedeo Group
- Adippsa USA, LLC
- Exalt Project Management LLC

I hereby certify that the above 15 bid(s) represents every sealed bid that was received by the City of Rollingwood that met the bid deadline as specified in the Request for Proposals.

Alun Thomas	Alun W. Thomas	6-8-2026
Name	Signature	Date

RO

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40 years
project & construction management

Project Management Services for Construction – Texas, Mexico, Caribbean.

RLB Americas Alliance

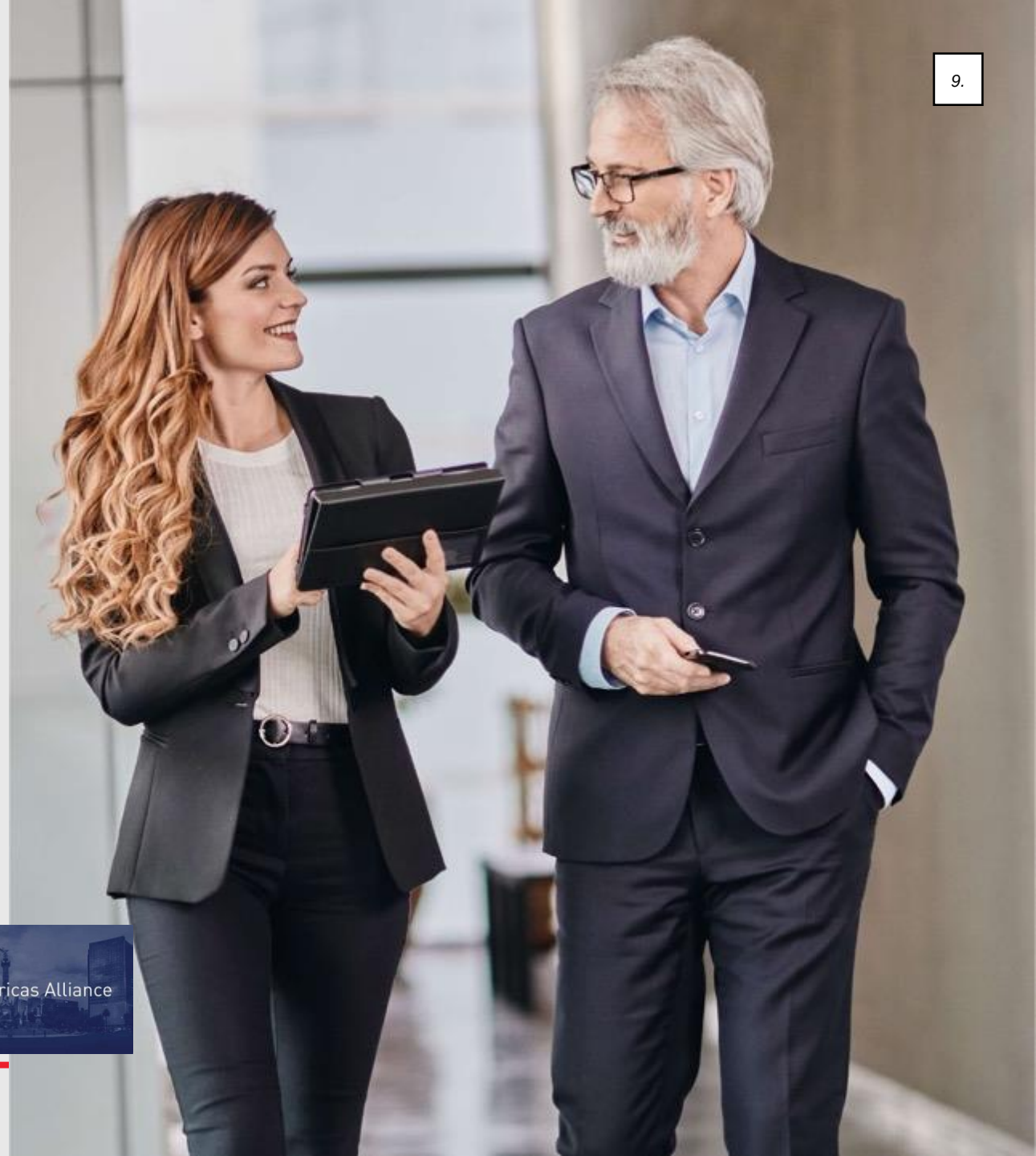
Adippsa is a Project Management and Owner's Representation firm with over 40 years of experience supporting institutional, commercial, industrial and residential construction.

We specialize in protecting your investment through disciplined cost, schedule, and quality control..

In every project we engage in, we fully immerse ourselves, implementing our extensive experience and adhering to the values that govern us as a company: honesty, professionalism, and reliability.

We offer our clients the peace of mind that comes from knowing their investment and project are under control.

Since 2021, Adippsa has been an alliance member of RLB America's Alliance, one of the world's leading cost and project consultancies.



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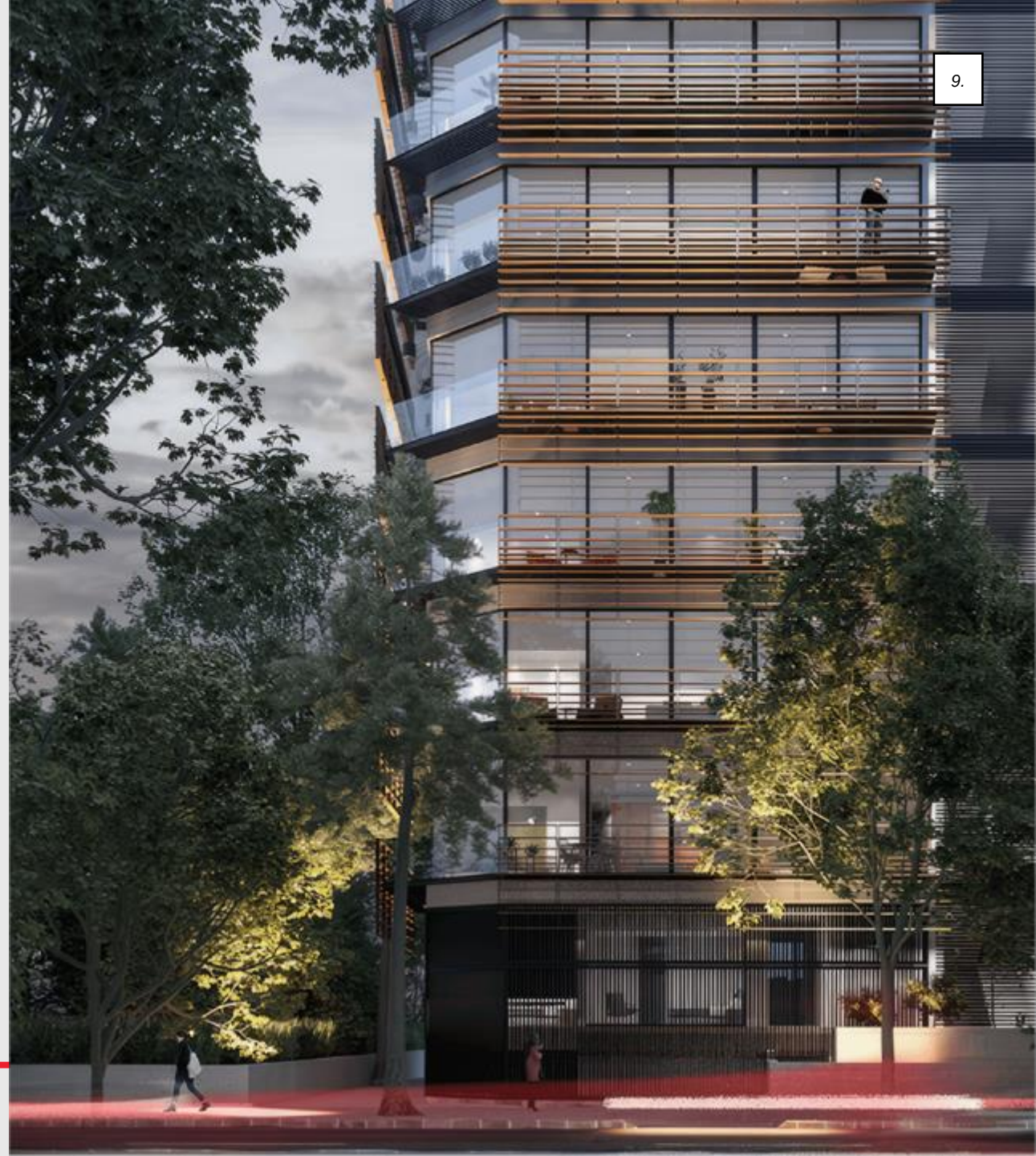
40 years
project & construction management

SERVICES

In **adippsa**, we specialize in construction project management. Our goal is to ensure that property owners have their expectations met, while maintaining quality, budget, and agreed-upon deadlines.

Our services include:

- Pre-construction Planning & Permitting Support
- Budgeting, Cost Estimation & Value Engineering
- Contractor & Design Team Coordination
- Construction Supervision & Quality Assurance
- Risk Management & Schedule Oversight
- Owner’s Representative through Project Close-out





ESG POLICIES (Environmental, Social, Governance)

All team members hold certifications, showing proficiency in construction safety and high-altitude work, reflecting the company's commitment to social responsibility.

Specialized departments oversee Administrative, MEP, and Schedule in all sites and audits to maintain high standards. Additionally, they offer expert supervision and management of construction site operations.

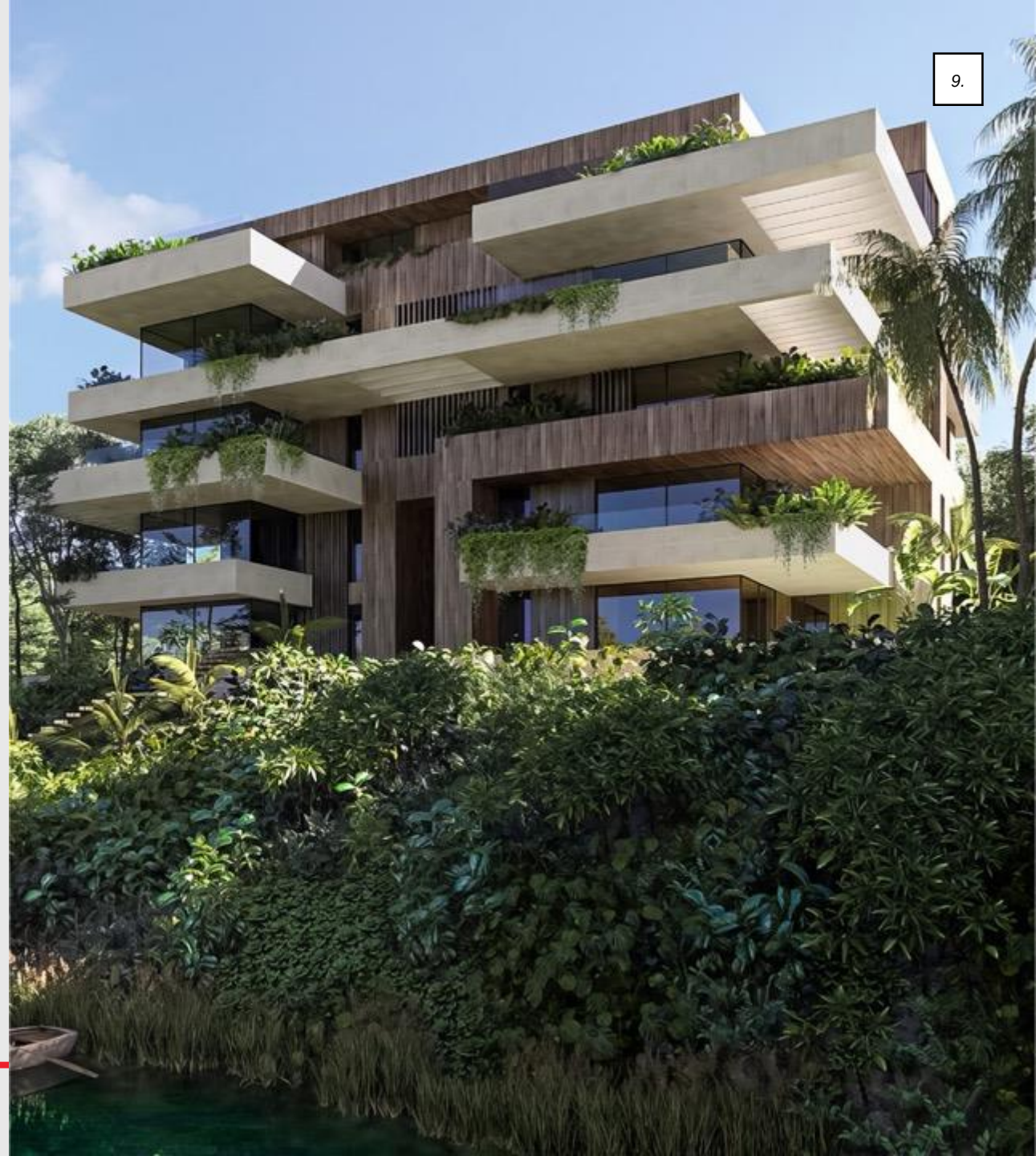


PORTFOLIO

Here's a showcase of some standout projects we've had the opportunity to contribute to.

RESIDENTIAL

- McGowen midtown Houston Condos, Precon
- The Reserve Mayakoba 16 buildings, New Build
- Auburn Lakes Houston, Pre-Construction
- Townhomes (102), new build
- AG, Residential Tower
- 24K, Residential Tower
- Bloom Tulum, Residential Complex
- Motto By Orange, Residential Towers
- Musset 319, Residential
- Evergreen Moliere, Residential
- Teide, Residential Tower
- San Ángel, Low Income Housing
- Central Point by Hines, Mixed Use Complex
- Retama by Hines, Residential Towers (4)
- Torre Alta, Residential Towers
- Kaufman & Broad, Residential Built-to-suit
- Del Parque Development, Residential (2)



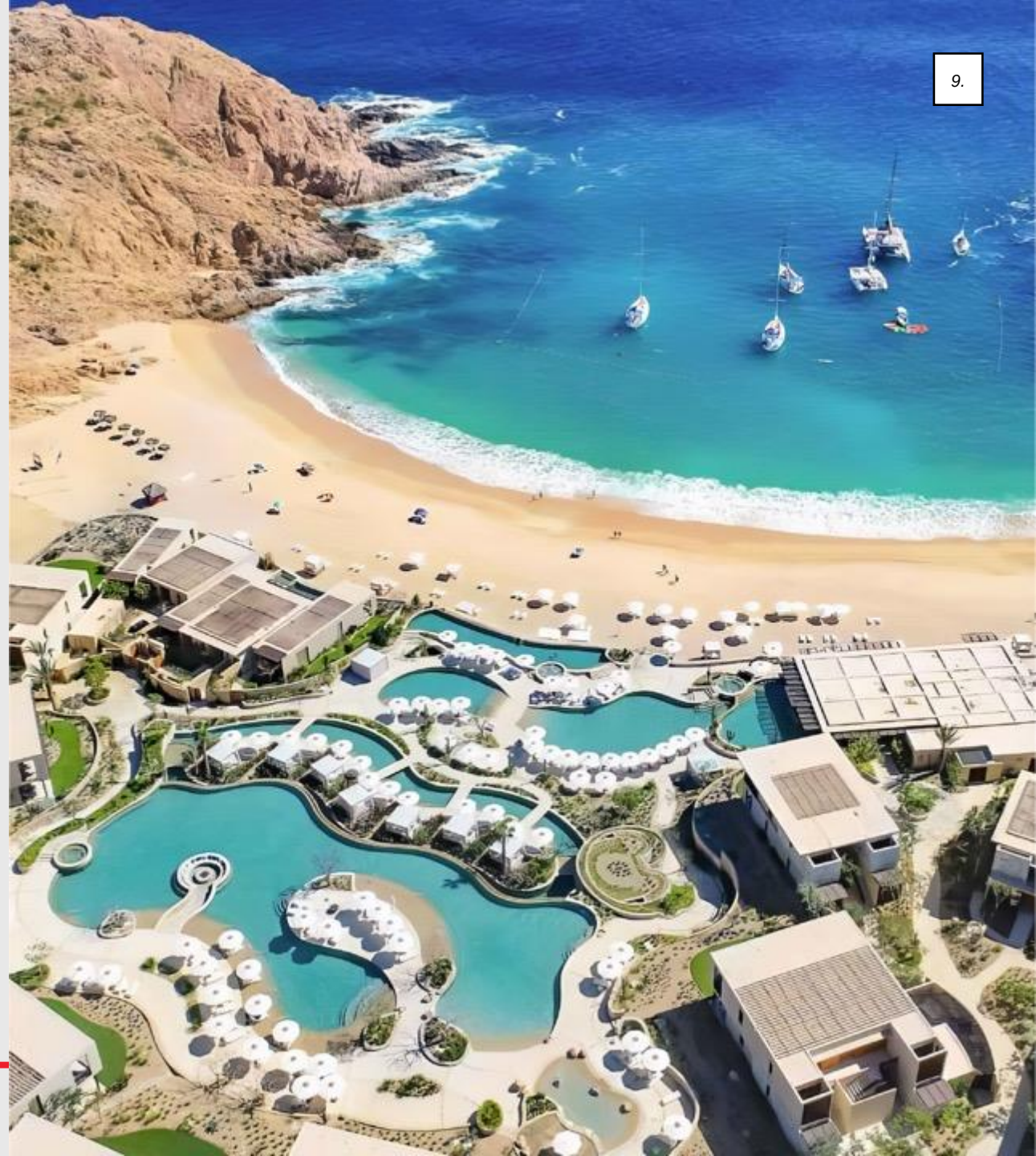
RESIDENTIAL

- Terra Development Group, Residential
- Semper, Residential Tower
- La Vista, Golf Club
- El Secreto, Urbanization
- El Suspiro, Urbanization
- La Vista, Residential Clusters
- Fortín Chimalistac, Housing
- Estrella del Mar, Residential Condominiums
- Confidential, low Income Housing



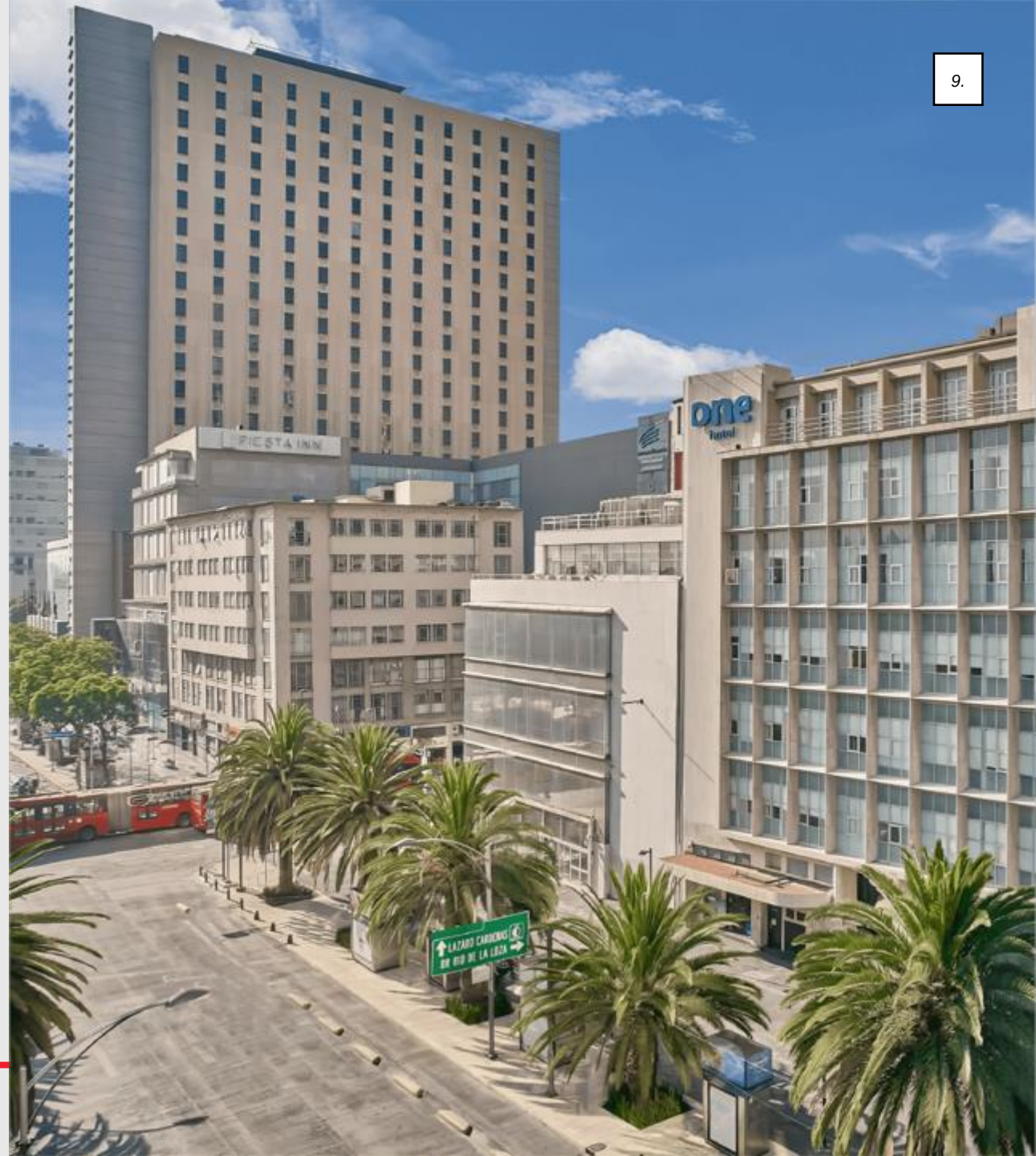
HOSPITALITY BEACH FRONT

- Melia Oasis Bay & Oasis Lake, New Build
- Belmond hotel, New Build
- Hilton Cabo Azul, Precon
- Villas One&Only, New Build
- Hotel Rosewood, New Build
- Banyan Tree, Remod
- Hotel Scorpios, New Build
- Hyatt Zilara & Ziva, Rebrand
- Hotel Montage, New Build
- Park Hyatt, PreCon
- Marriott Vacation Club, Precon
- Fiesta Americana Grand, New Build
- Guatemala Princess Hotels, Consulting
- Hilton, New Build
- La Vista, New Build
- Sheraton, New Build
- Sierra Intercontinental, New Build
- Moon Palace, Reconstruction after hurricane Wilma
- Sheraton towers, New Build



HOSPITALITY URBAN PROJECTS

- Yuc'Atal Hotel, Ecological Project
- Waldorf Astoria, New Build
- Candlewood, Mixed Use
- Hilton Doubletree, ReBrand
- Hilton Garden Inn, ReBrand
- Hotel JW Marriott, New Build
- Hotel one, Remod
- W Hotel, New Build
- Four Seasons, Remod
- Holliday Inn, New Build
- Hotel Habita, New Build
- Princess Hotels, Consulting



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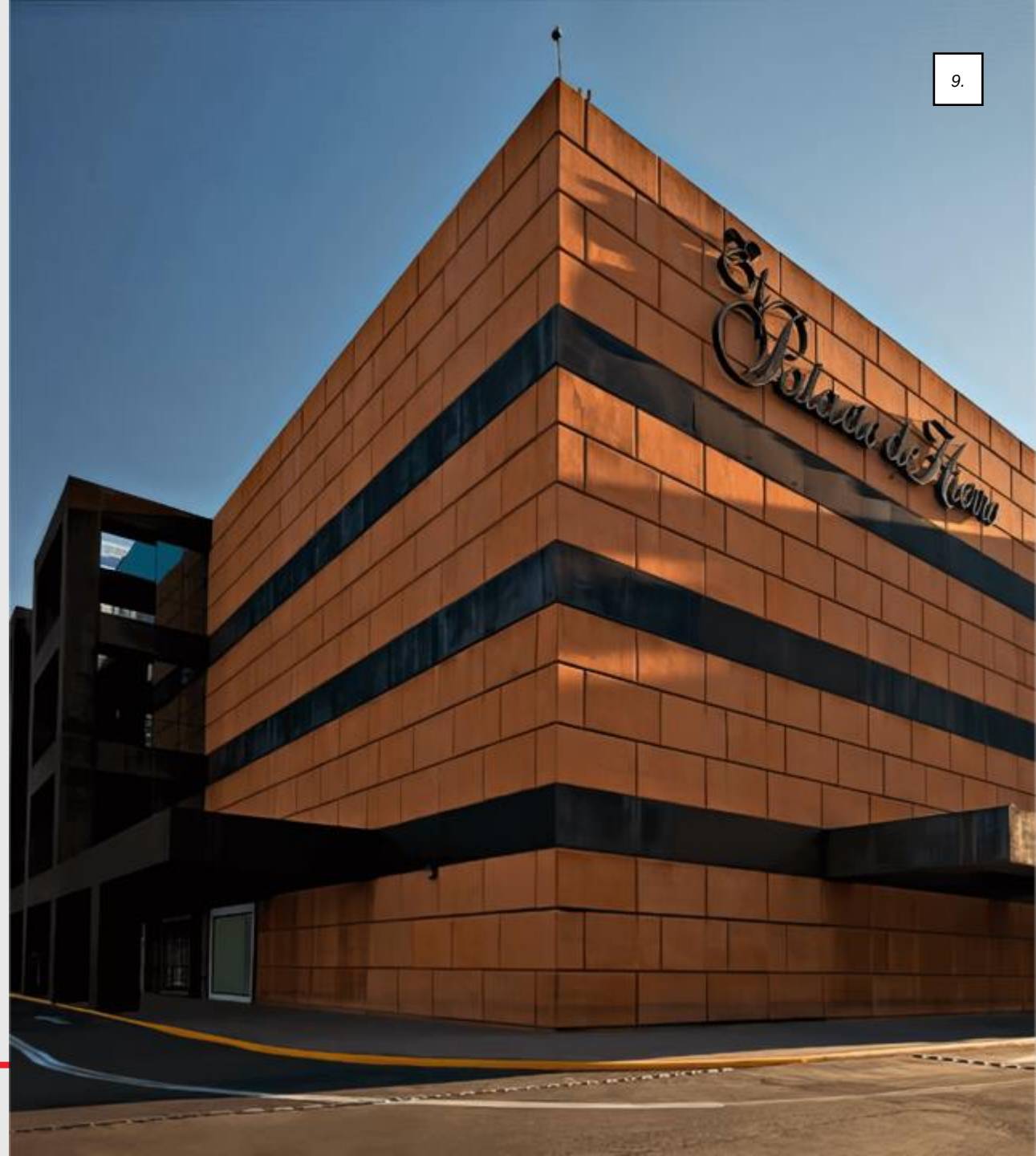
project & construction management

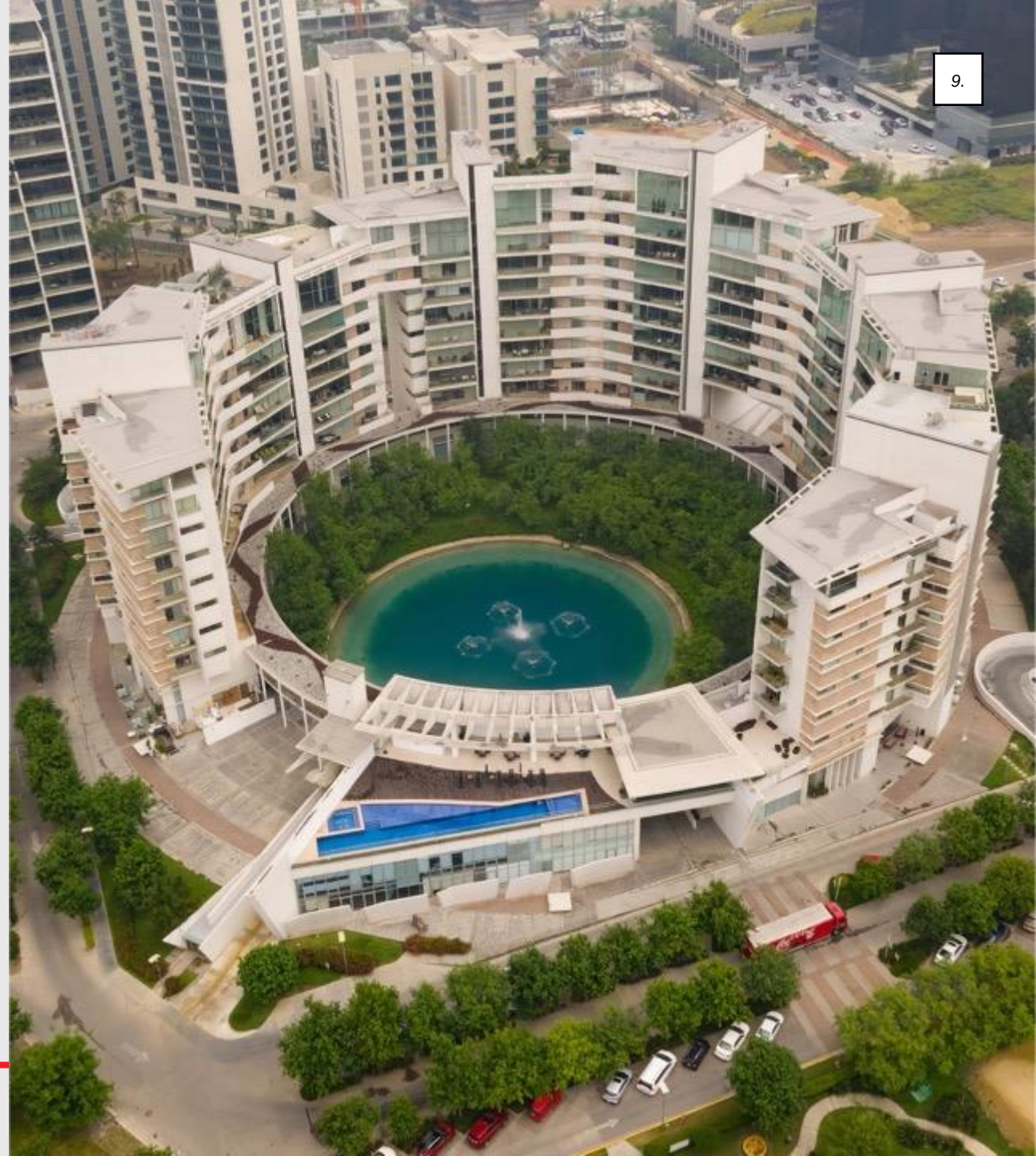
RETAIL

- The Park Mall, New Build
- Suburbia Store, New Build
- Palacio de Hierro, Store Remod
- Palacio de Hierro, Store Remod
- Abilia Mall, Precon
- Liverpool Store, New Build
- Liverpool Store, New Build
- Galerias Serdan Mall, New Build
- Mix-Use CoreCo, Audit
- Galerias, Celaya Mall, New Build
- Liverpool Store, New Build
- Plaza Mayor Mall, Remod
- Mexico City Arena, New Build
- Galerias Atizapan Mall, New Build
- 120 Stores Cifra through IBM, Remod



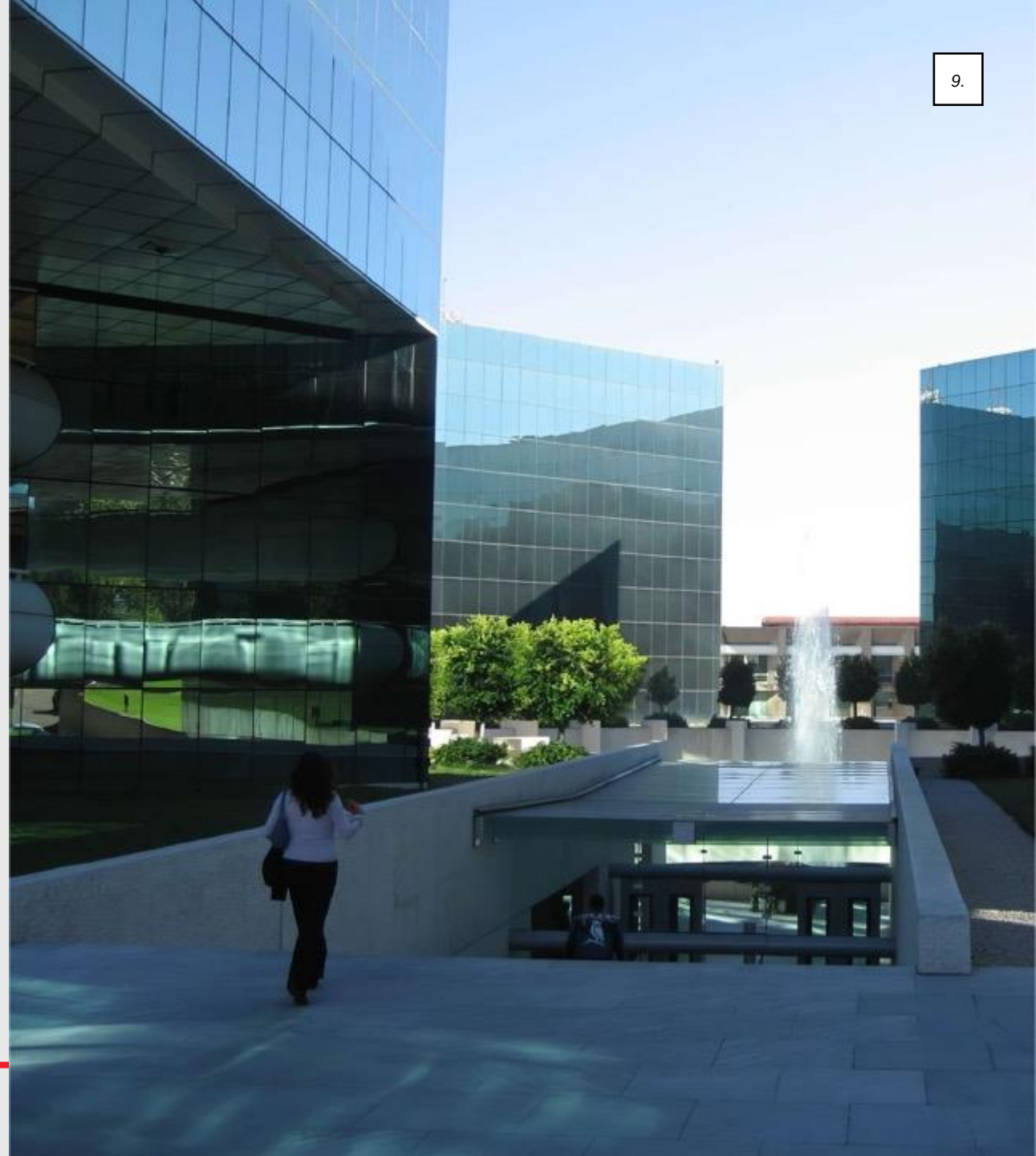
RETAIL

- Central Point by Hines, New Build
- Kidzania, Kids Amusement Park, New Build
- Kids Museum “Papalote”, New Build
- Convention & Exhibition Center WTC, New Build
- Chapultepec Zoo, Remod
- Retail Pavilions Aragón Zoo, New Build
- Sears Store, New Build
- Gym Biotek, New Build
- The Insurgents Teater, Remod
- El Campanario Golf Club House, New Build



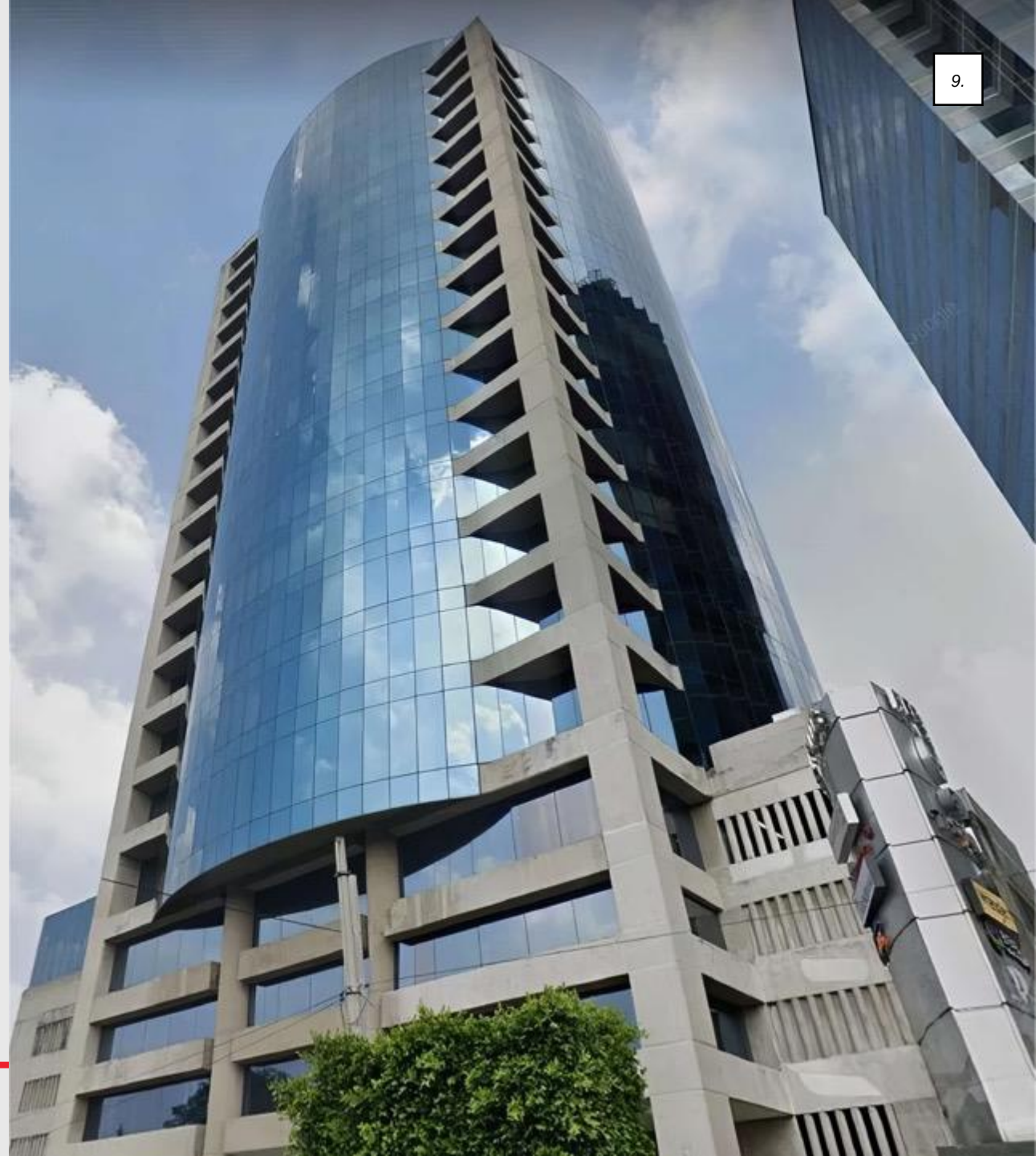
OFFICES

- Jafra Corporate Offices, New Build
- Tik Tok Corporate, New Build
- Fischer, New Build
- Banorte Bank at Koi, New Build
- Medical Center, New Build
- IBM Corporate Building, New Build
- Televisa Corporate Building, New Build
- Convention & Exhibition Center WTC , New Build
- IUSA Corporate Offices, New Build
- PAN Building, New Build
- Farrera Group, Dealerships Chevrolet, Isuzu, BMW, Toyota & Hyundai, New Build
- Citibank Banamex Corporate Building, New Build
- Banorte Bank Corporate Offices, New Build



OFFICES

- Asturiano Center, New Build
- Atlantic Bank Corporate Building & 4 regional offices, New Build
- Option Fund Santa Fe II Offices, New Build
- GBM Corporate Offices, New Build
- Hospital & Clinic Lomas Altas, New Build
- Chrysler Dealerships (2), New Build
- Scotiabank, over 100 bank branches, Remod
- Banorte Bank, over 220 bank branches, Remod



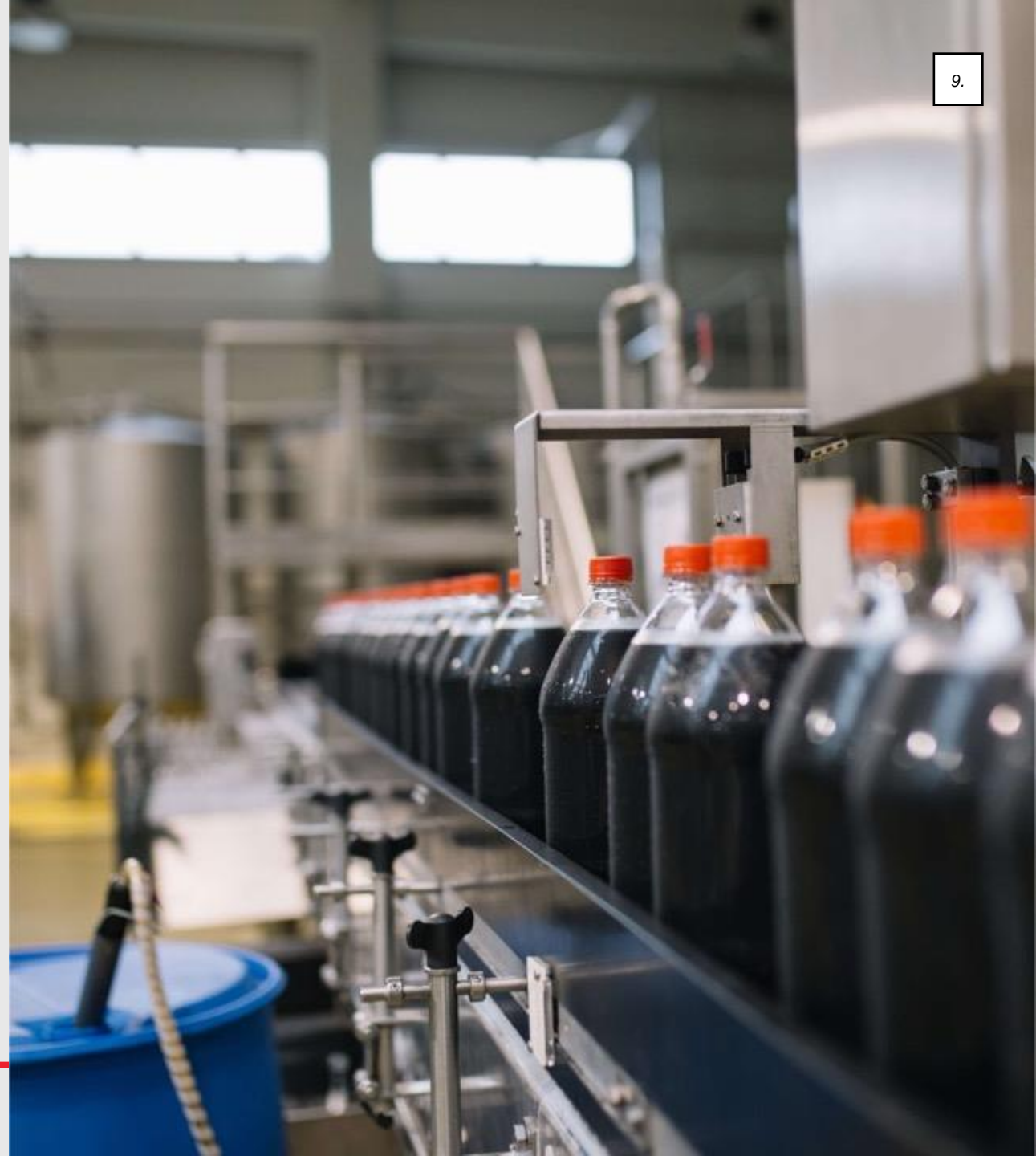
INDUSTRY

- Alstom Balteau, Electrical Testing Plant
- Alstom, 26 Electrical Substations Audits
- Texas Instruments, Boards Manufacturing
- Texas Instruments, Semiconductors Manufacturing
- Framatome Connectors International, Electrical Eqment
- Framatome Connectors International, Oven Expansion
- SkyPlus plant, Wharehousing
- O'Donnell Vallejo, Wharehousing
- Specialized Containers, Manufacturing Plant
- Mexstarch, Ethanol and Starches Plant
- Pemex, Petrochemical Plant Foundations
- Puerto Rico Coliseum, Structure
- TEVA, Pharmaceutical Manufacturing
- The Surprise, Silver Mine



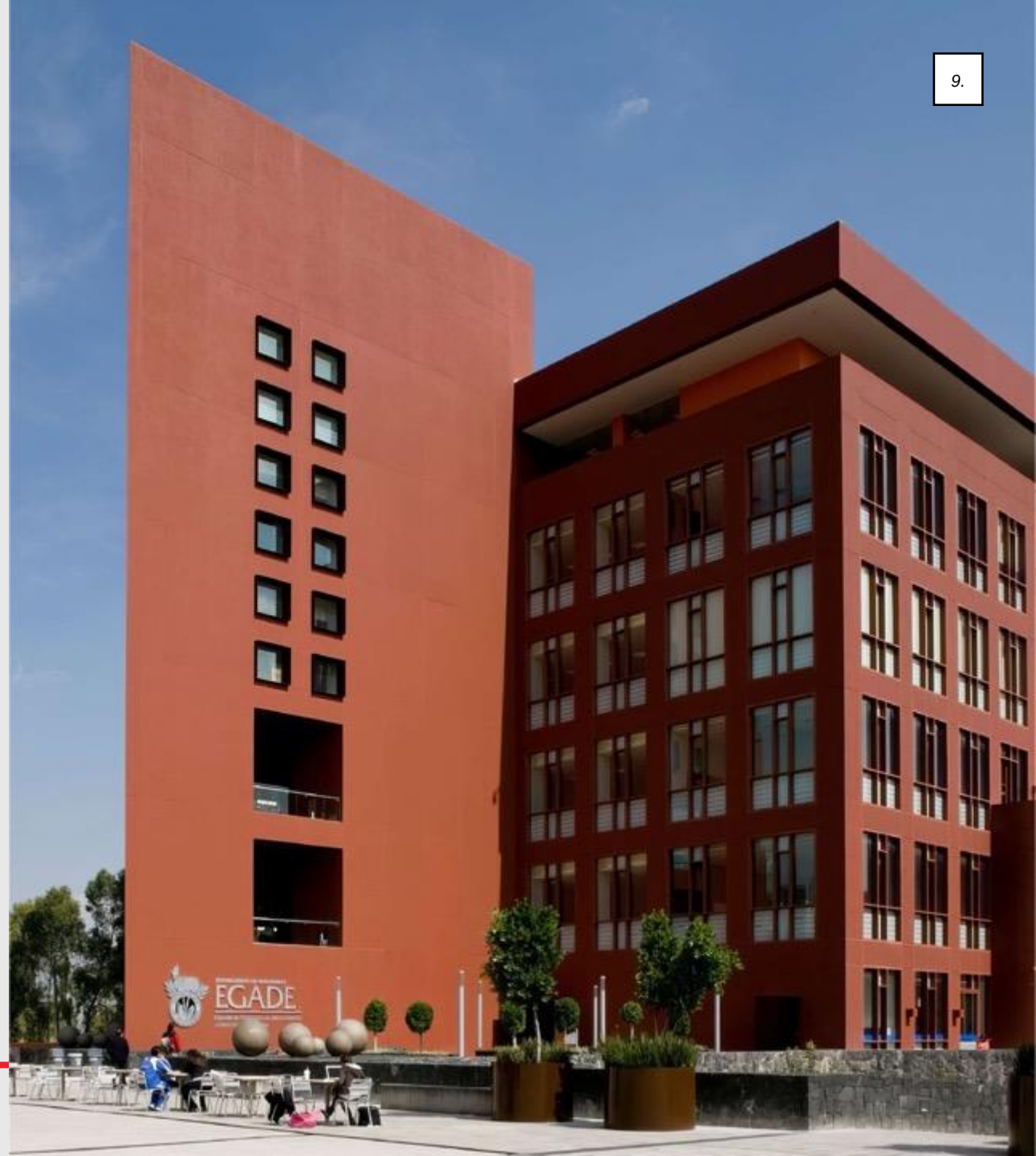
INDUSTRY

- Vitro Flat Glass Manufacturing Plants
  - Expansion 3 plants
  - Bulletproof Windshields Production
- Vitro New Production Line, Glass Containers
- Guardian (Float Glass Manufacturing Plant)
- Foli, Containers Manufacturing
- Warnaco, Sewing Plant
- Warnaco Sewing Plant
- Warnaco Manufacturing Plant
- Arca Coca Cola, Bottling Plants (5 Plants)



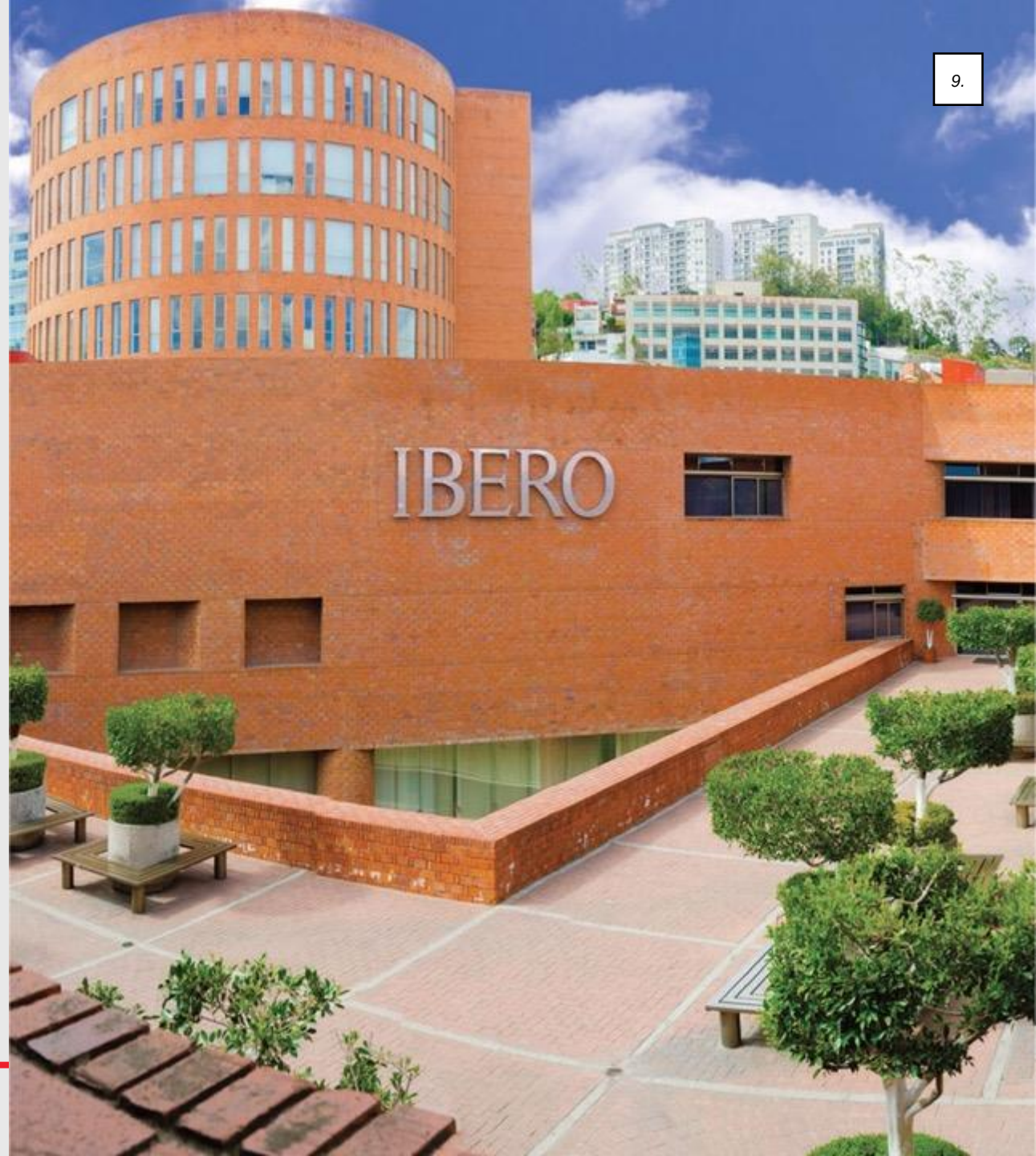
EDUCATION

- Tec Milenio Campuses (3), New Build
- TEC District Masterplan, Precon
- Tec Milenio Campuses, New Build
- ITESM CEM (common areas), Remod
- ITESM EGADE, New Build
- ITESM CIDEP, New Build
- ITESM Medicine School, New Build
- Tec Milenio Campus (4), New Build
- ITESM Highschool Valle Alto, New Build
- Laureate Universities, UVM
    - 19 campus (new and expansions)



EDUCATION

- University Ibero Americana (UIA)
  - Graduate School, New Build
  - Observatory, Admin & Classes, New Build
- Unitec Campus, New Build
- University Pro Development East Campus, New Build
- French Schools Campuses (2), New Build



TELECOMM

- IZZI Construction and Installation Audits (15 sites)
- IZZI Cabling Supervision (11,000 KM)
- IZZI Infrastructure Conditions and Inventory Report, multiple cities
- IZZI Coaxial & Fiber Optic Cable Installation, multiple cities
- Iusacell Switch Expansion
- Enitel Infrastructure Studies
- Fiber Optics Line Audit, Managua
- 3 Mixed Use Centers - Iusacell
- 4 Mixed Use Centers - Iusacell
- Towers, Cell & Microwave - Unefon
- Unefon - Switching Node
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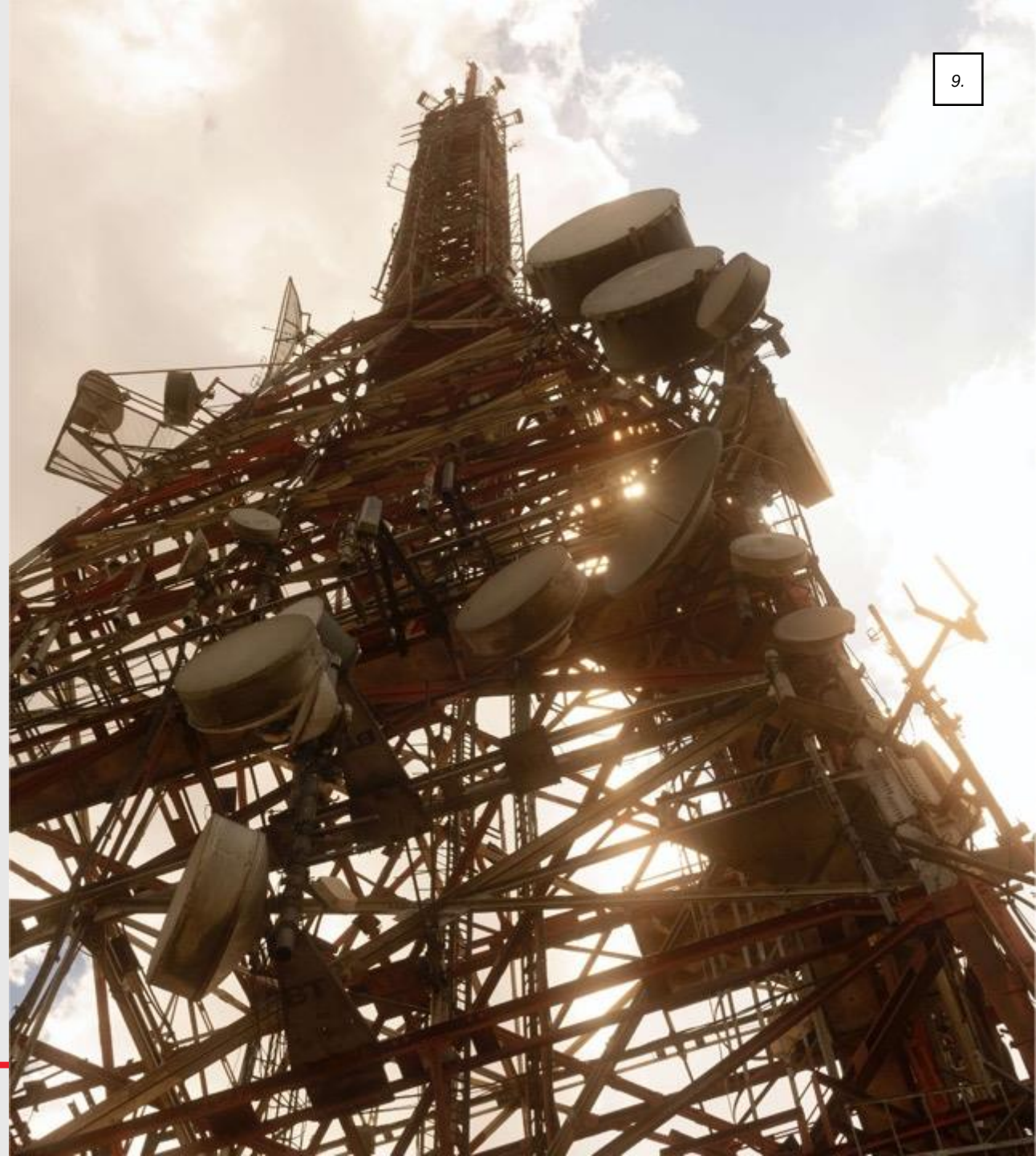
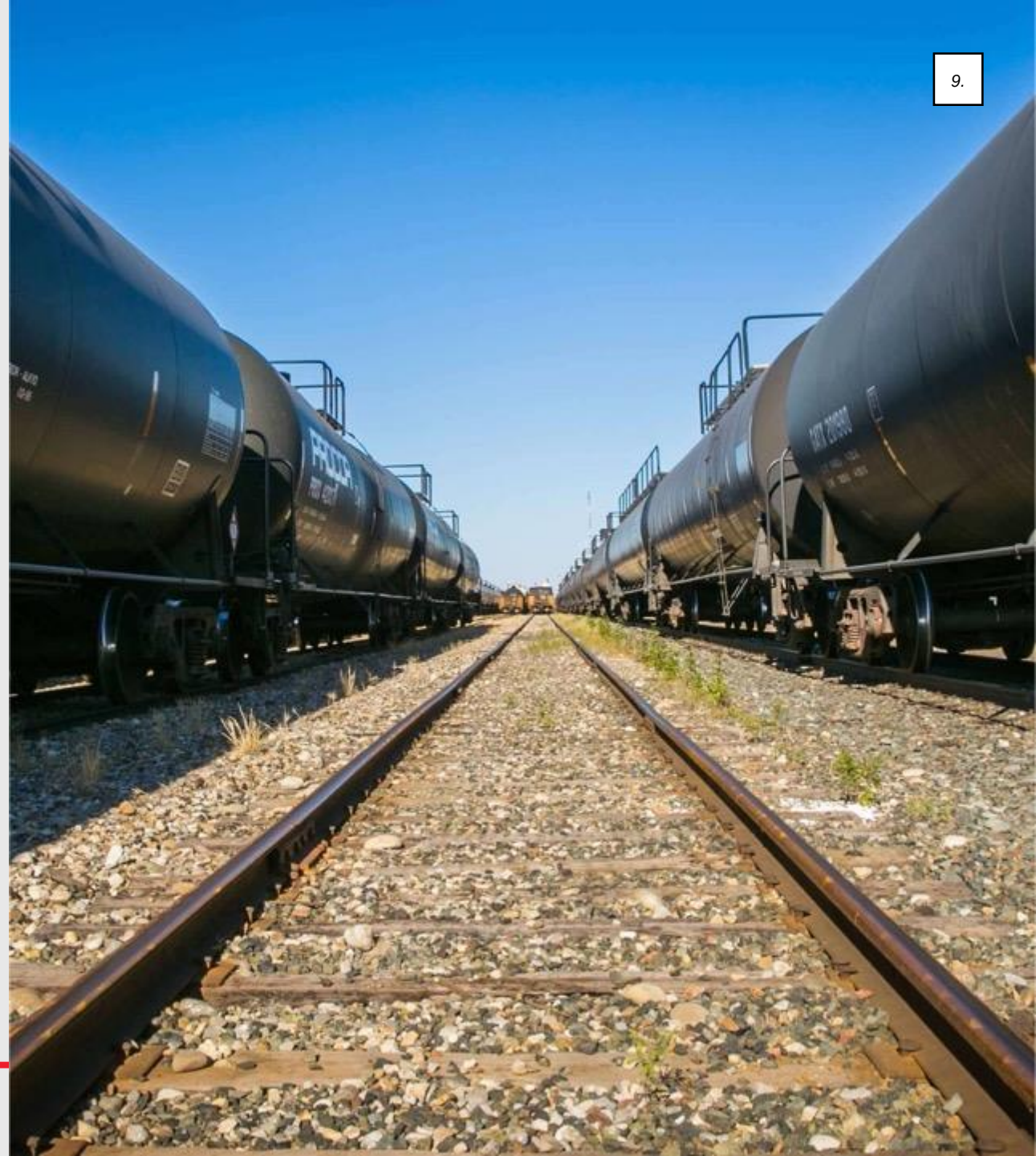


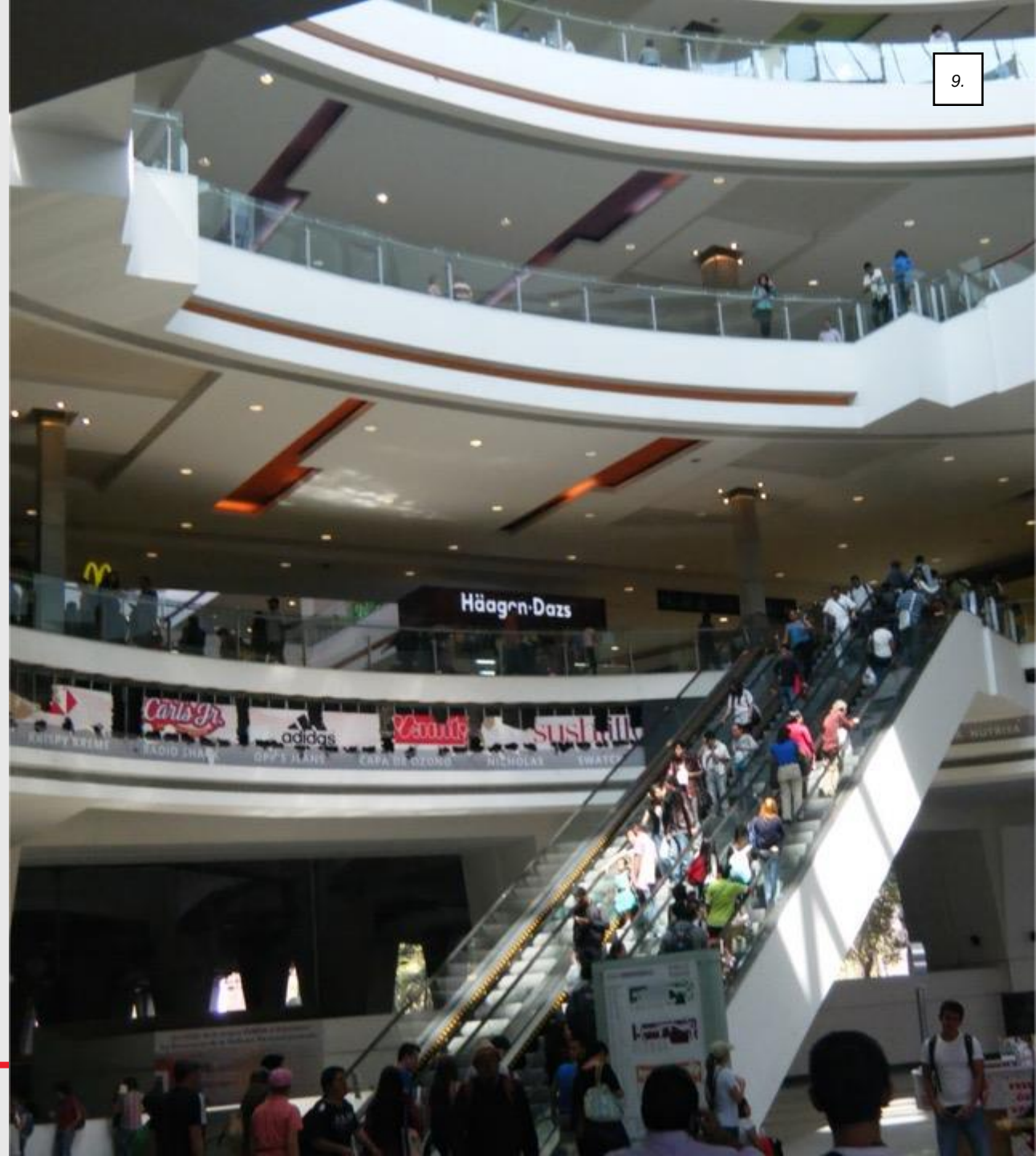
INFRASTRUCTURE

- Ferro Sur, Connection with API
- Hangars y Runways Toluca Airport, Executive Jets
- Ferromex Railroads, Ecological Adaptations (3)
- Ferromex Railroads, Torreón Terminal
- Ferromex Railroads, Cd. Frontera Terminal
- Dominican Republic, Highway Signage
- Ferromex Railroads, Repair Bridges & Culverts (6) Ferromex Railroads – 2 Bridges
- CDMX, Trolleybus Line
- Ferromex Railroads – Passing Tracks (5)
- CNA Colima (Potable Water & Sewage Studies)



BANKING SUPERVISION AND OWNER'S REPRESENTATIVE

- Industrial Plant, - CiBank
- Over 300 properties audited for inclusion in REIT
- Questro Group Hotel - CIBank
- Chroma Offices - Banorte Bank
- Paseo Interlomas Mall - EuroHypo
- Forum Buenavista Mall - Eurohypo
- Dursa Low Income Housing - Condesa Financiera
- Highway Signage Dominican Republic - Bancomext
- Perinorte Mall - Citibank
- Warnaco Huejotzingo Sewing Plant – Bancomext
- Warnaco Tetla Cut Plant - Bancomext
- Warnaco Huamantla Sewing Plant – Bancomext
- Pueblo Bonito Los Cabos - Bancomext



BANKING SUPERVISION AND OWNER'S REPRESENTATIVE

- Mission Hotels - Bancomext
- Lodi Beach Condos - Bancomext
- El Tamarindo Golf Club - Banamex
- Campanario Golf Club - Citibank
- Golf Club 3 Lifes - Citibank
- Hospital - Scotiabank
- Various Office Renovations - Nafin

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40 años

Let’s Talk About Your Project.
We’d welcome the chance to support your planning, design, or construction phases

THANK YOU

9595 Six Pines Dr., Suite 6390
The Woodlands, TX, 77380

Sierra Gorda 42, Piso 3
Mexico, CDMX, 11000

Av. Lope de Vega 13, Suite 503
Progreso Business Center
Santo Domingo, Rep. Dominicana

www.adippsa.com **ventas@adippsa.com**

RLB Americas Alliance

Texas Historically Underutilized Business (HUB) Certificate

Certificate/VID Number: **1813855200700**
Approval Date: **June 11, 2025**
Scheduled Expiration Date: **December 31, 2027**

In accordance with the Memorandum of Agreement between the
CITY OF HOUSTON
and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

NEW LIFE CONCIERGE DBA NEW LIFE CONSTRUCTION

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **June 11, 2025**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business; application for registration/certification into the City of Houston's program, you must immediately (within 30 days of such changes) notify the City of Houston's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibiliy. If your firm ceases to remain certified in the City of Houston's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

Statewide HUB Program
Statewide Procurement Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (**https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp**) or by contacting the HUB Program at **512-463-5872** or toll-free in Texas at **1-888-863-5881**.

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ENRIQUE ROSS

PARTNER

Enrique Ross is a Partner and has been with Adippsa for 30 years. Enrique has had a wide variety of experience in several sectors, geographies, and customers.

Throughout his time as a Partner, he lead the company in Mexico and now in the USA, managing all aspects to maintain quality of service through continued growth.

YEARS OF EXPERIENCE:

- 40+ years

ACADEMIC QUALIFICATIONS:

- BSc. Engineering, Lehigh University, Pennsylvannia
- MSc Engineering, Rensselaer Polytechnic Institute, New York
- MBA, ITESM, Mexico
- Private Equity, IPADE, Mexico

RELEVANT EXPERIENCE TO THIS ENDEAVOR

- Mr. Ross has been directly involved on-site in projects such as Citibank Banmex Headquarters, IBM headquarter, Park Hyatt Hotel, Fiesta Americana Hotel, Alstom Manufaturing Facility, Framatome Connectors Manufacturing.
- As a Partner, he has overseen Residential, Educational, Industrial, Retail, Office, Telecomm, and Infrastructure projects as well.
- Mr. Ross has had experience managing projects in Mexico, USA, Central America, and the Carribbean.

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EDUARDO MORENO

DIRECTOR PROJECT MANAMGEMENT

Eduardo Moreno is a Senior Manager and has been with Adippsa for over 13 years. Eduardo has had a wide variety of experience in several developments

Throughout his time as a Director Project Management, he has worked in many sectors including hospitality, residential, retail, and infrastructure.

YEARS OF EXPERIENCE:

- 35+ years

ACADEMIC QUALIFICATIONS:

- BSc. Architect, Universidad Autonoma Metropolitana, México.
- Project Management Diploma.

RELEVANT EXPERIENCE

- Hotel W, Polanco, México City
- Hotel Boutique Scorpios (Greece). Tulum, Quintana Roo
- Hotel Holiday Inn Express, Reforma, México City
- The Reseve at Mayakoba (Residential Development), Playa del Carmen, Quintana Roo.
- Tren Maya – Tramo 4, Design review and RAMS Certification. Cancún, Quintana Roo
- Izzi (Telecomm) – IT Hubs and 2,500 Km of Coaxial Cable & Fiber Optics. Several cities Mexican Republic.
- Hotel Boutique Scorpios. Tulum, Quintana Roo
- Fisher Development Technology Offices, Metepec, Estado de México.
- Construction Audits Projects: 12 Hubs Izzi- Monterrey. Miyana Complex (Offices, residential and shopping mall) México Ciy. Restaurantes Toks, Severan cities Mexican Republic.
- Walmart super center, Severan cities Mexican Republic.
- Ferromex Mexicalli, BCN Rail Yard. Remodeling works.
- Restaurates Vips: San Jerónimo, Pedregal and Lilas at Mexico City.
- Restaurante Soctones. Chiapa de Corzo, Chiapas.
- Ferromex Monterrey, Nuevo león Rail Yard. Remodeling works.
- Soriana Super Center, Reynosa, Tamaulipas. Construction.
- Hotel Hyatt Zilara, Playa del Carmen, Quintana Roo. Remodeling works.

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ALAN TAPIA

SENIOR PROJECT MANAMGER

Alan Tapia is a Senior Project Manager and Project Lead and has been with Adippsa for over 7 years. Alan has lead a wide of projects in diverse sectors and countries

He is a natural leader, capable of directing and coordinating interdisciplinary groups to achieve my clients' goals and objectives in a timely manner.

YEARS OF EXPERIENCE:

- 20+ years

ACADEMIC QUALIFICATIONS:

- BSc. Architect, Instituto Tecnologico de Pachuca.
- Last Planner Methodology Diploma.

RELEVANT EXPERIENCE

- Hotel Rose Wood Mandarina, Nayarit
- One&Only Villas, Nayarit
- Renovation Monument to the Revolution, CDMX.
- Liverpool Department Store and Mall, Puebla
- Distribution Center Liverpool, Huehuetoca
- Montage Hotel and Residences. Los Cabos.
- Bahia Principe Hotel, DR
- Liverpool Department Store, Coacalco, Mexico
- Galerías Serdán Liverpool Shopping Center. Puebla.
- Hotel Amber, Quintana Roo
- Secrets Hotel Tower, Vallarta
- Ikea Department Store
- Residential Icono 40 Stories, Guadalajara
- Liverpool Department Store, Parque Puebla, 29,000 m2. September 2018 (Last Planner System Methodology.

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GONZALO RUIZ

PROJECT MANAMGER

Gonzalo is Qualified Civil Engineer with experience in construction project coordination, scheduling, and field operations support. Skilled in managing timelines, budgets, subcontractors, and daily site activities to ensure on-time and on-budget delivery.

Strong ability to communicate with field teams, clients, and stakeholders while solving on-site issues.

Manages large projects and teams to meet milestones and exceed quality expectations.

YEARS OF EXPERIENCE:

- 8+ years

ACADEMIC QUALIFICATIONS:

- BSc. Civil Engineering, La Salle University, Victoria.
- ASCE.

RELEVANT EXPERIENCE

- GCP Tissue, New Caney, TX
- Diamond B Ranch, Huntsville, TX
- Felpe Angeles Airport, Mexico
- Tha Galbraith, Dallas, TX
- H. Mart Plaza, Katy, TX

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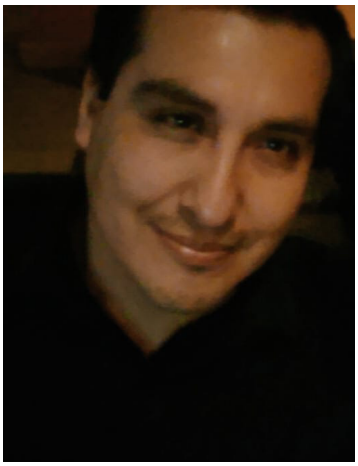

ANSELMO GARCIA

SENIOR COST MANAGER

Anselmo Garcia is a Senior Cost Manager and has been with Adippsa for over 17 years. Anselmo has had a wide variety of experience in several industries, and having done construction himself, he brings a unique well-rounded understanding to the project.

Throughout his time as a Cost Manager, he has worked in many sectors including education, hospitality, residential, retail, and banking.

YEARS OF EXPERIENCE:

- 17+ years

ACADEMIC QUALIFICATIONS:

- BSc. Civil Engineering, Instituto Politecnico Nacional, Zacatenco, Mexico.

RELEVANT EXPERIENCE

- Banco Nacional del Norte (Banorte) – Torre KOI, Monterrey, NL.
- Eurohypo (Commerzbank) – Forum Buenavista
- Eurohypo (Commerzbank) – Paseo Interlomas
- Izzi (Telecomm) – IT Hubs and 2,500 Km of Coaxial Cable & Fiber Optics.
- UMF Hospital – Tula Hidalgo
- ITESM Monterrey – Eugenio Garza Sada Sur 2501, Monterrey, NL
- UVM Laureate Universities – Av Mexico 101, Villahermosa, Tabasco
- Park Hyatt Los Cabos -
- Moon Palace hotel – Cancun, 77564, Quintana Roo
- JW Marriott Santa Fe – Av. Santa Fe 160, Mexico
- Hotel Fiesta Americana – Mexico 1 Km 10.3, Cabo San Lucas
- Hotel Montage – Transpeninsular Km 12.5, Cabo San Lucas
- Zalia Cancun – Supermanzana 10, Lomas de Vistahermosa, Cancun
- Teide Residential – Priv del Marques de la Villa del Villar del Aguila 800, Queretaro
- Bloom Maya Residencial – Calle 11 Manzana 065, Tulum, QR

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IVETTE CRISTINA ROJAS HERNÁNDEZ

SENIOR SCHEDULER

IVETTE ROJAS IS A SENIOR SCHEDULER AND HAS BEEN WITH ADIPPSA FOR OVER 3 YEARS. BRINGS A DIVERSE BACKGROUND IN PROGRAM DEVELOPMENT AND PROJECT CONTROL, SPECIALIZING IN ADVANCED SCHEDULING METHODOLOGIES AND PERFORMANCE REPORTING ACROSS MULTIPLE SECTORS, INCLUDING HOTEL, RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL DEVELOPMENTS.

YEARS OF EXPERIENCE:

- 10+ years

ACADEMIC QUALIFICATIONS:

- BSc. Civil Engineering, Universidad de Guadalajara, México.
- MBA. Project Management, UNITEC, México
- Specialization in BIM Management, Universidad CLEA – España 2025
- Project Planning and Scheduling Course, ASCE, 2025

RELEVANT EXPERIENCE

- Hotel Rosewood, Riviera Nayarit, Mexico
- Hotel Belmond, Sayulita, Riviera Nayarit,
- Meliá Oasis Bay, Punta Cana, Dominican Republic
- Meliá Oasis Lake, Punta Cana, Dominican Republic
- Villas One&Only, Riviera Nayarit, Mexico
- Hotel Atal Yucatán, Mexico
- Hotel Waldorf Astoria, San Miguel Allende
- Hotel St. Regis Remodeling, CDMX
- Hotel One&Only remodel, Los Cabos
- Golf Club One&Only Palmilla, SJC
- The Reserve Residential, Mayakoba, QR,
- Be Grand Ocean, Nuevo Nayarit, Mexico
- Torre AG Residential, Pachuca, Mexico
- Las Bancas, Sayulita, Riviera Nayarit
- Naúma Interlomas Residential, CDMX
- Residential 24K, SLP, Mexico
- O'Donell, Vallejo Industrial Park, CDMX
- Maya Train (Design and RAMS Certification)
- Clinic US, CDMX
- Suites Tabacalera, CDMX.

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ADIPPSA USA LLC

STATEMENT OF QUALIFICATIONS

OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

CITY OF ROLLINGWOOD, TEXAS

RFQ Due Date: Monday, June 8, 2026 at 10:00 a.m.

Submitted To:

City of Rollingwood
Attn: City Secretary
403 Nixon Drive
Rollingwood, TX 78746

Submitted By:

Adippsa USA LLC
Doing Business As: Adippsa
9595 Six Pines Dr., Suite 6390
The Woodlands, Texas 77380
512-986-0135
www.adippsa.com

Primary Contact:

Enrique A. Ross
Partner
eaross@adippsa.com

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2. Firm Description
3. Project Team and Qualifications
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8. Insurance Statement

Appendix A – Resumes of the Team

Appendix B – Adippsa's Curriculum

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1. INTRODUCTION / COVER LETTER

City of Rollingwood
Attn: City Secretary
403 Nixon Drive
Rollingwood, TX 78746

RE: Statement of Qualifications – Owner's Representative Services for City Hall Improvements

Dear Members of the City Council:

Adippsa is happy to submit this Statement of Qualifications for the City of Rollingwood's Request for Qualifications for Owner's Representative Services with the City Hall Improvements Project.

Adippsa understands that the City seeks a trusted advisor capable of guiding the Project through planning, design, procurement, construction, and closeout while maintaining strict control over budget, schedule, quality, and stakeholder coordination. Adippsa's team is well-positioned to provide these services through a practical, hands-on, and responsive project management approach supported by experienced leadership and direct access to firm partners.

Our team combines executive-level project oversight, cost control expertise, constructability review capabilities, schedule management, and strong communication practices necessary for successful capital projects. Adippsa's approach emphasizes transparency, accountability, responsiveness, and disciplined management of project risks and stakeholder expectations.

In addition, Adippsa has partnered with New Life Concierge, a Texas-certified Historically Underutilized Business (HUB), to provide local coordination support, administrative assistance, meeting logistics support, stakeholder coordination, and document management services. This partnership strengthens Adippsa's responsiveness and enhances support capabilities for the City.

The present answers are what we envision as sufficient information for the City to understand our credentials and evaluate our procedures and operating philosophy, should the City require clarifications or additional information, we welcome the opportunity to submit more details or arrange in-person meeting at the City's convenience.

Adippsa appreciates the opportunity to submit qualifications for this important project and looks forward to the opportunity to support the City of Rollingwood.

Respectfully submitted,

Enrique A. Ross
Partner
Adippsa

2. FIRM DESCRIPTION

2.1 Company Overview

Adippsa USA LLC, doing business as Adippsa, is a professional project management and owner's representation firm with over 40 years' experience and with offices covering Texas, Mexico, Caribbean and Central America. Adippsa, currently employing close to 200 architects and engineers, believes its best credential is that most of its clients are repeat clients.

The firm provides owner's rep and project management services focused on cost control, schedule discipline, constructability review, stakeholder coordination, executive communication, and overall project delivery management.

Adippsa's philosophy is centered on serving as a trusted representative of the owner throughout all phases of project execution. The firm emphasizes disciplined planning, transparent communication, rapid responsiveness, proactive risk management, and practical decision-making to support successful project outcomes.

The firm's primary office responsible for this Project is located in The Woodlands, Texas.

2.2 Contact Information

Adippsa USA LLC
DBA: Adippsa
9595 Six Pines Dr., Suite 6390
The Woodlands, Texas 77380
512-986-0135
www.adippsa.com

Primary Contact:
Enrique A. Ross
Partner
eaross@adippsa.com

2.3 Organizational Structure

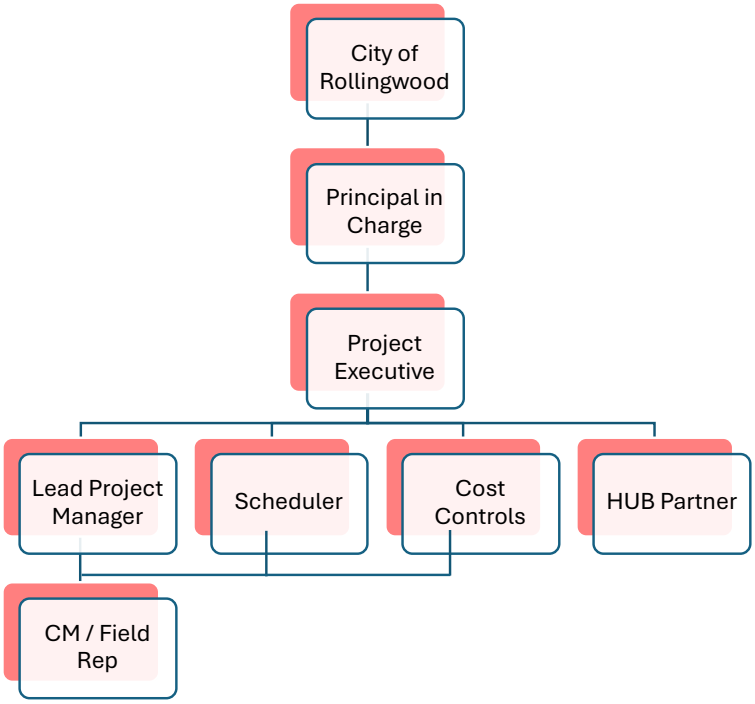
Adippsa's organizational structure for the Project is designed to provide direct executive oversight while maintaining rapid responsiveness and clear communication channels with the City of Rollingwood.

The proposed project organization includes:

- Principal in Charge
- Project Executive

- Lead Project Manager
- Construction Management / Field Oversight
- Scheduling Support
- Cost Controls Support
- Administrative and Stakeholder Coordination Support through HUB partner participation

An organizational chart follows:



2.4 Sample Client List

Adippsa has provided project management, owner's representation, construction coordination, and consulting services across a diverse portfolio. The firm's experience includes commercial developments, education facilities, hospitality projects, infrastructure improvements, industrial developments, and mixed-use projects requiring disciplined coordination of budget, schedule, stakeholders, and construction activities.

Representative clients include organizations in the institutional, commercial, healthcare, hospitality, industrial, and development sectors. A more complete list is in Attachment B.

Hines	Laureate Universities	IBM
Marriott	Hyatt	IHG
Texas Instrument	Emerson	Guardian Glass
Railway	Airport	Infrastructure

3. PROJECT TEAM AND QUALIFICATIONS

3.1 Key Personnel

A detailed resume for proposed personnel is included at the end of the document.

Enrique A. Ross – Principal in Charge

- 32 years of experience
- Executive oversight and client coordination
- Responsible for executive communication, strategic direction, contract oversight, and overall project leadership
- Provides direct partner-level access and support throughout all phases of the Project

Eduardo Moreno – Project Executive

- 35 years of experience
- Responsible for executive-level project oversight, stakeholder coordination, budget monitoring, and overall project delivery support
- Extensive experience managing multidisciplinary project teams and maintaining schedule and budget discipline

Alan Tapia, PMP – Lead Project Manager

- 20 years of experience
- Project Management Professional (PMP)
- Responsible for day-to-day project management activities, coordination with the City, procurement support, schedule management, design coordination, and construction administration oversight

Gonzalo Ruiz – Construction Manager / Field Representative

- 8 years of experience
- OSHA Certified
- Responsible for field coordination, site observations, quality monitoring, contractor coordination, and construction progress reporting

Anselmo Garcia – Cost Controls Support

- 17 years of experience
- Responsible for schedule tracking, milestone monitoring, reporting support, and cost control coordination

Ivette Rojas – Scheduler / Cost Controls Support

- 10 years of experience
- Responsible for schedule tracking, milestone monitoring, reporting support, and cost control coordination

New Life Concierge – HUB Partner

- 30% participation
- Provides local coordination support, administrative assistance, stakeholder coordination, document management, meeting logistics support, and procurement coordination assistance

3.2 Staffing Capacity

Adippsa maintains the staffing and operational capacity necessary to meet the schedule, coordination, and responsiveness requirements identified in this RFQ. The firm's project delivery structure provides direct access to senior leadership while maintaining sufficient project management and field support resources to effectively coordinate planning, procurement, design, construction, and closeout activities.

The team structure allows for rapid response to project issues, timely communication with stakeholders, and proactive management of schedule and budget concerns.

3.3 Knowledge of Applicable Regulations

Adippsa possesses knowledge and experience with applicable local, state, and federal regulations associated with public-sector construction and capital improvement projects, including construction administration procedures, procurement coordination, building code considerations, permitting coordination, environmental requirements, and public-sector contracting processes.

The team understands the importance of maintaining compliance while supporting efficient project execution and timely decision-making throughout all project phases.

4. SCOPE OF SERVICES / PROJECT APPROACH

4.1 Project Understanding

Adippsa understands that the City of Rollingwood is seeking a trusted Owner's Representative capable of guiding the City through the planning, coordination, procurement, construction, and closeout of the City Hall Improvements Project while maintaining strict control over budget, schedule, quality, and stakeholder communication.

The Project presents unique challenges associated with municipal operations, stakeholder coordination, public accountability, phased decision-making, and coordination with Travis County Emergency Services District No. 9. Successful delivery will require disciplined project leadership, proactive communication, practical decision-making, and continuous alignment between project objectives, budget realities, and operational needs.

Adippsa understands that the City requires more than traditional project coordination. The City requires a strategic advisor and hands-on Owner's Representative capable of protecting the City's interests throughout all project phases while maintaining transparency and responsiveness with City leadership and stakeholders.

Our approach is structured around five primary objectives:

- Maintain strict budget discipline and cost visibility
- Protect and actively manage the project schedule
- Facilitate informed decision-making by City leadership
- Coordinate stakeholders and project participants effectively
- Deliver a practical, constructible, and operationally successful project

Adippsa's methodology combines executive oversight, practical construction management, structured project controls, and direct access to senior leadership throughout the duration of the Project.

4.2 Adippsa's Management Philosophy

Adippsa approaches Owner's Representation as an active leadership role rather than a passive administrative function.

Our philosophy is based on the principle that successful projects are achieved through:

- proactive coordination,
- disciplined communication,
- early risk identification,
- rapid issue resolution,
- accountability,

- and practical execution planning.

We act as an extension of the Owner's staff, representing the City's interests throughout planning, design, procurement, construction, and closeout activities.

Our role is to provide the City with:

- clarity,
- organization,
- accountability,
- visibility,
- and confidence in decision-making.

This philosophy is reinforced through continuous communication with stakeholders, structured reporting systems, active schedule and cost monitoring, and direct involvement of senior leadership throughout all project phases.

4.3 Project Delivery Framework

Adippsa utilizes a structured project management framework specifically designed for capital improvement projects.

Our framework integrates:

- Project Controls
- Schedule Management
- Budget Management
- Stakeholder Coordination
- Risk Management
- Quality Oversight
- Procurement Coordination
- Construction Monitoring
- Closeout Management

The methodology is designed to maintain transparency while allowing flexibility to adapt to evolving project conditions and City priorities.

Our management framework is based on five core principles:

A. Executive-Level Oversight

Adippsa's partners remain directly involved throughout the Project, ensuring rapid response to issues, executive-level communication, and strategic oversight.

B. Structured Communication

Clear communication protocols, reporting structures, meeting procedures, and documentation systems are established early to ensure alignment among all parties.

C. Proactive Risk Management

Potential budget, schedule, procurement, coordination, and constructability risks are identified early and managed proactively before escalation.

D. Practical Constructability Focus

All planning and coordination activities are approached from a practical implementation perspective, ensuring that project objectives remain achievable within budget and schedule constraints.

E. Accountability and Transparency

Adippsa maintains detailed documentation, organized reporting systems, and continuous visibility into project status, allowing the City to make informed decisions throughout the Project lifecycle.

4.4 Pre-Construction Services

The pre-construction phase establishes the foundation for successful project delivery. Adippsa places significant emphasis on organization, planning, coordination, and early project controls during this phase.

Services during pre-construction will include:

Project Initiation and Planning

- Establish communication protocols and reporting structures
- Define project governance and decision-making procedures
- Develop project execution roadmap
- Coordinate stakeholder alignment meetings
- Identify project priorities, risks, and constraints

Procurement and Consultant Coordination

- Support preparation of RFQs and RFPs
- Assist with consultant and contractor evaluations
- Coordinate procurement activities
- Support contract negotiations and onboarding

- Assist with development of scopes of work

Schedule Development

- Develop and maintain master project schedules
- Establish milestone tracking systems
- Coordinate procurement, design, permitting, and construction timelines
- Identify schedule risks and mitigation strategies

Budget and Cost Controls

- Assist with development of project budgets
- Monitor scope alignment with budget expectations
- Track project cost impacts throughout design progression
- Identify potential cost escalation risks
- Assist with value analysis discussions when necessary

Stakeholder Coordination

- Coordinate meetings with City representatives and stakeholders
- Maintain communication records and action item tracking
- Support presentations and executive briefings
- Facilitate coordination between the City and external parties

Design and Constructability Coordination

While Adippsa does not provide engineering or architectural services, our team provides practical coordination and constructability-focused oversight throughout the design process.

This includes:

- coordination among stakeholders,
- schedule impact reviews,
- construction sequencing considerations,
- operational impacts,
- budget alignment reviews,
- and implementation planning support.

4.5 Construction Phase Services

During construction, Adippsa functions as the City’s active representative, overseeing project coordination, schedule performance, budget management, documentation, communication, and construction progress.

Our construction phase approach emphasizes field presence, responsiveness, accountability, and proactive issue management.

Construction Oversight

Services include:

- Coordination with contractor and design teams
- Monitoring construction progress
- Site observations and field reporting
- Tracking project milestones and schedule performance
- Coordination of meetings and action items
- Monitoring contractor compliance with project requirements
- Monitoring procurement and long-lead items
- Coordination of owner decisions and responses

Budget and Change Management

Adippsa implements disciplined change management procedures intended to minimize unnecessary cost growth and maintain budget transparency.

This includes:

- Review of change order requests
- Cost impact analysis
- Tracking of potential exposure items
- Documentation of approvals and decisions
- Budget forecasting and reporting

Schedule Management

Maintaining schedule discipline is one of Adippsa's core strengths.

Our team:

- tracks progress against baseline schedules,
- identifies schedule risks early,
- monitors critical path activities,
- coordinates recovery efforts when necessary,
- and continuously evaluates impacts to project milestones.

Quality Oversight

Adippsa maintains a proactive quality oversight approach focused on:

- Regular coordination meetings with project stakeholders
- Schedule monitoring and milestone tracking
- Budget monitoring and cost forecasting
- Review of contractor payment applications
- Change order evaluation and cost validation
- Constructability reviews during design phases
- Tracking of RFIs, submittals, and project documentation
- Field observations and construction progress reporting
- Identification and documentation of non-conforming work
- Coordination of punch list development and corrective actions
- Continuous communication with ownership representatives and decision-makers

Communication and Reporting

Structured communication systems are implemented to ensure that City leadership remains informed and able to make timely decisions.

Typical reporting includes:

- progress summaries,
- budget status reports,
- schedule updates,
- issue logs,
- meeting minutes,
- action item tracking,
- and photographic documentation.

4.6 Stakeholder and Interface Management

Municipal projects require coordination among numerous stakeholders, including City leadership, consultants, contractors, public agencies, operational users, and community representatives.

Adippsa places significant emphasis on stakeholder coordination and interface management to reduce conflicts, maintain alignment, and support efficient decision-making.

Our approach includes:

- structured communication channels,
- clear responsibility matrices,
- meeting coordination,
- issue escalation procedures,
- and centralized documentation systems.

The objective is to ensure that all project participants operate with a unified understanding of:

- project priorities,
- responsibilities,
- schedules,
- constraints,
- and decision-making processes.

4.7 Risk Management

Adippsa utilizes a proactive risk management approach focused on early identification, continuous monitoring, and practical mitigation strategies.

Typical project risks include:

- budget escalation,
- procurement delays,
- schedule impacts,
- unforeseen site conditions,
- stakeholder coordination issues,
- and long-lead procurement concerns.

Our process includes:

- identification of risks early in project planning,
- continuous risk tracking,
- development of mitigation strategies,
- escalation procedures,
- and regular communication with City leadership regarding potential impacts.

This proactive approach minimizes disruption and supports more predictable project outcomes.

4.8 Technology and Project Controls

Adippsa utilizes structured project controls systems and technology tools to maintain organization, accountability, and transparency throughout project execution.

These tools support:

- document management,
- reporting,
- schedule tracking,
- budget monitoring,
- action item management,
- and communication coordination.

Our objective is to provide the City with:

- accurate information,
- timely reporting,
- organized documentation,
- and clear project visibility.

4.9 Closeout Services

Project closeout is managed as a structured and organized process intended to ensure complete turnover and operational readiness.

Closeout services include:

- coordination of final inspections,
- punch list tracking,
- warranty documentation review,
- operations and maintenance manual coordination,
- training coordination,
- and final documentation turnover.

Adippsa also supports final project evaluations and lessons-learned reviews to ensure that all outstanding issues are resolved prior to final completion.

4.10 Commitment to the City of Rollingwood

Adippsa understands that municipal projects require responsiveness, accountability, and trust.

Our commitment to the City includes:

- direct access to firm leadership,
- rapid response to project issues,
- disciplined cost and schedule management,
- proactive communication,
- organized reporting,
- and practical project leadership.

We recognize that the City is seeking a reliable partner capable of protecting the City's interests while guiding the Project through a complex and highly visible process.

Adippsa is prepared to provide that leadership and support from project initiation through final closeout.

5. REFERENCES

Phil Fitzgerald
CEO
7 Bridges Capital Partners
9595 Six Pines Dr., Suite 6390
The Woodlands, TX, 77380
fitz@7bcp.com
11 Residential projects, 10 vertical towers and 1 housing

Rene Bremauntz
VP Development
Allied Orion Group
2051 Greehouse Rd, Suite 300
Houston, TX, 77084
rbremauntz@aogliving.com
5 Housing Projects and 1 BFR

Antonio Falcon
Director
GCP Tissue
14720 John F. Kennedy Blvd
Houston, TX, 77032
Antonio.falcon@gcppaper.com
Paper Manufacturing Facility

6. ADDITIONAL INFORMATION

HUB Participation

Adippsa has partnered with New Life Concierge, a Texas-certified Historically Underutilized Business (HUB), to support the Project through local coordination services, stakeholder coordination assistance, administrative support, meeting logistics support, and document management assistance.

New Life Concierge will participate at approximately 30% of the overall effort associated with the Project.

This partnership enhances Adippsa's responsiveness, local coordination capabilities, and operational support resources available to the City.

Communication Philosophy

Adippsa believes successful project delivery depends on disciplined communication, transparency, accountability, and responsiveness.

The firm emphasizes:

- Direct access to senior leadership
- Timely communication with stakeholders
- Rapid response to project issues
- Clear documentation and reporting
- Collaborative problem-solving
- Practical and constructible solutions
- Budget and schedule accountability

Adippsa understands the importance of maintaining public trust and supporting informed decision-making throughout the life of the Project.

7. ADDENDA ACKNOWLEDGEMENT

Adippsa acknowledges receipt and review of the following addenda associated with this Request for Qualifications:

- Addendum No. 1 – Released June 1, 2026

8. INSURANCE STATEMENT

Adippsa understands and acknowledges the insurance requirements identified in the Request for Qualifications and confirms its ability to comply with the required insurance provisions associated with the Project, including:

- Commercial General Liability Insurance
- Professional Liability Insurance
- Workers Compensation Insurance

Adippsa will provide certificates of insurance and related documentation as required by the City prior to contract execution. At this time, we will not be providing the service with Adippsa owned vehicles.

Appendix A – Resumes of the Team

30 YEARS AGCM

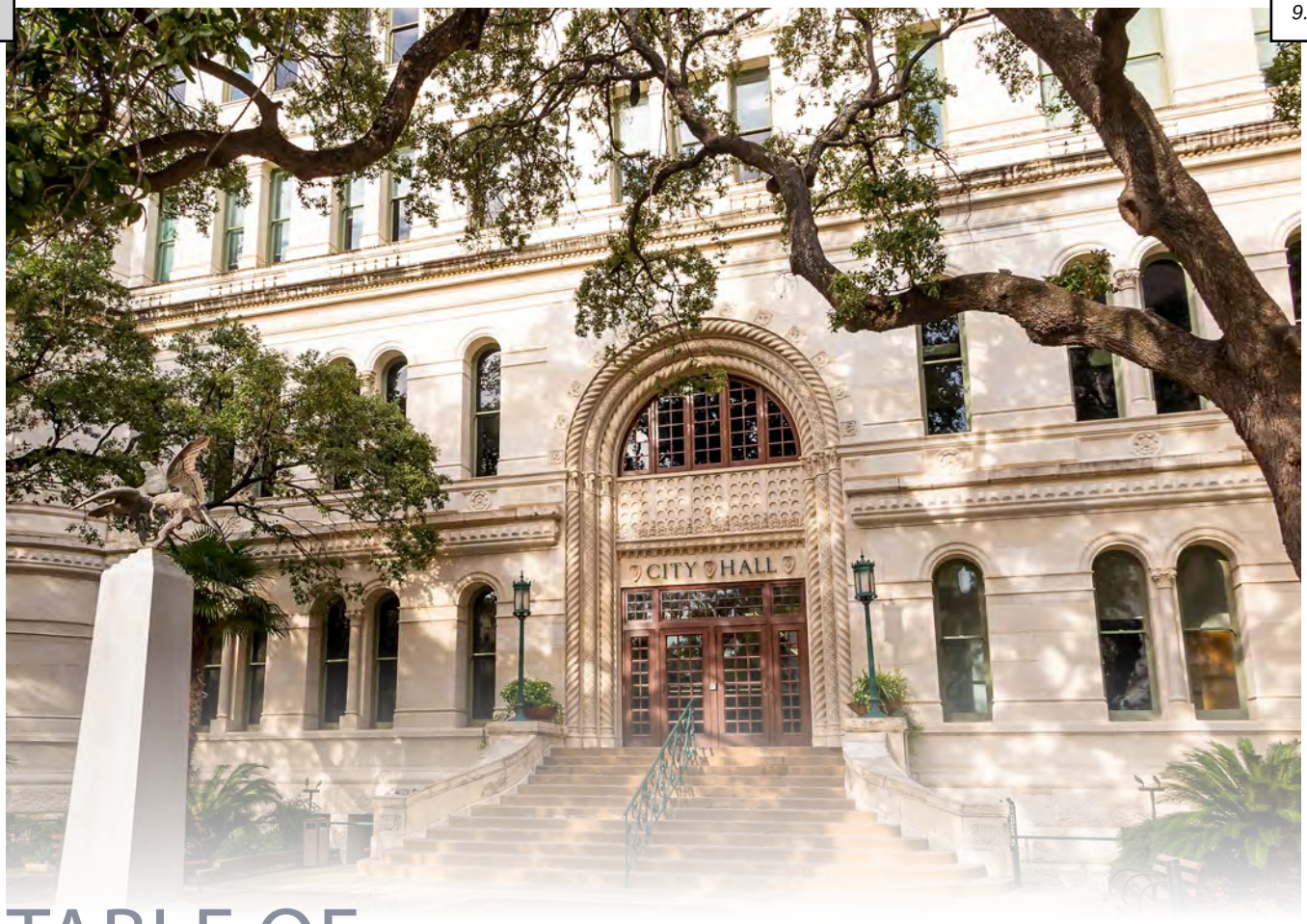
Leadership • Integrity • Commitment • Accountability



PREPARED FOR THE CITY OF ROLLINGWOOD, TEXAS

REQUEST FOR QUALIFICATIONS OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVMENTS

June 8, 2026



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AG|CM
Professional Project Management Firm



Converse City Hall | Converse, TX

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INTRODUCTION & COVER LETTER

AG|CM
Professional Project Management Firm

AUSTIN
900 South 1st Street
Suite #407
Austin, TX 78704
Ofc (512) 467-3041
www.agcm.com

Alun Thomas, City Administrator
City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

RE: RFQ – OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

Dear Mr. Thomas:

On behalf of AG|CM, Inc., it is my privilege to submit our qualifications in response to the City's Request for Qualifications for Owner's Representative Services for the City Hall Improvements project. We have read the RFQ carefully, and we believe Rollingwood's vision — a single municipal building that will serve both the City and the Westlake Fire Department under one roof — aligns directly with the kind of work AG|CM was built to deliver.

AG|CM is a Texas program management firm dedicated to representing public owners through every phase of complex capital projects. Civic facilities that double as public safety facilities sit at the heart of what we do. We understand that this is not simply a remodel; it is the City's seat of government and, at the same time, a 24/7 working home for the firefighters who answer Rollingwood's calls. Every design decision, schedule milestone, and dollar spent has to serve both missions at once, and the funding partnership with Travis County ESD No. 9 means every recommendation we make must withstand scrutiny from two governing bodies, not one.

That challenge is one AG|CM has solved before, on projects that mirror both halves of what Rollingwood is undertaking. We served as Owner's Representative for the City of Kyle Public Safety Building, a combined police station and City Hall offices facility that required us to reconcile the operational, security, and adjacency requirements of two very different city functions within a single structure. We are also currently serving as Owner's Representative on the City of Selma Fire/Police Training Facility, a phased, ongoing engagement that reinforces every day how small Texas municipalities actually operate — where residents know their council members by first name, where decisions are debated in public, and where every cost line and design choice is monitored closely by stakeholders who care deeply about getting it right. That experience is directly applicable to Rollingwood, a community of roughly 1,500 residents where the City Hall belongs to everyone and the success of this project will be felt personally by neighbors. Closer to home, our work for the City of West Lake Hills on their City Hall Project gives us a working understanding of how a small West Austin municipality makes decisions, holds public meetings, and expects its representatives to communicate with Council.

Most importantly, we understand that the City of Rollingwood is selecting a partner, not just a vendor. With a $4 million combined investment from the City and the ESD, the margin for error is narrow, and the public visibility of this project — to residents, to Council, and to the firefighters who will occupy the building — is high. AG|CM commits to a team that is responsive, accountable, and personally invested in the success of the City Hall Improvements from the first programming workshop through occupancy and beyond. Thank you for the opportunity to be considered.

Respectfully,

Derek Bird

Derek Bird
Director of Operations – Central Region
AG|CM, Inc.

AG|CM
Professional Project Management Firm



Southwest Service Center | San Antonio, TX

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FIRM DESCRIPTION

FIRM LEGAL NAME

AGCM, Inc.

Texas Sub-Chapter S Corporation

LOCATION OF RESPONSIBLE OFFICE

Austin
900 South 1st Street
Suite #407
Austin, TX 78704

PRIMARY CONTACT

Derek Bird, CCM, CQM
Director of Operations - Central Texas
(210) 592-3110
dbird@agcm.com

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NUMBER OF YEARS AG|CM HAS PROVIDED PROFESSIONAL PROJECT MANAGEMENT SERVICES

50+

NUMBER OF MUNICIPAL CLIENTS

COMPANY HISTORY & BACKGROUND

AG|CM has extensive experience providing management services for municipalities throughout the State of Texas.

With strong leadership and a depth of resources, we provide a well-rounded perspective that offers unique problem solving strategies and ensures successful project completion. Our core strength is our knowledgeable staff. We are a blended group of professionals who have experience as owner representatives, contractors, estimators, inspectors, and architects. Through proven leadership and management techniques, we work to ensure a smooth, trouble-free design and construction process that will result in a program or project that fully meets your expectations.

WE UNDERSTAND THE CITY OF ROLLINGWOOD

AG|CM has provided project management and construction support services for over 50 municipal clients, including surrounding municipalities like the City of West Lake Hills, the City of Pflugerville, and the City of Kyle. Working alongside a variety of municipalities, we have learned the processes and expectations for project execution and have incorporated them into our own methodology. AG|CM's sole purpose is to uphold the Owner's interests throughout the design, construction, and close-out phases to ensure compliance with applicable government requirements and delivery of a high-quality project on time and within budget.

Services Provided

- Owner's Representation
- Program and Project Management
- Construction Management
- Quality Assurance Inspections
- Facility Condition Assessment
- Conceptual / Detailed Cost Estimating
- Plan and Constructability Review
- Value Engineering
- Scheduling
- Staff Augmentation
- Construction Incentive Capture
- Project Auditing



OFFICE LOCATIONS

Corpus Christi
Corporate Office
1101 Ocean Drive
Corpus Christi, TX 78404

Austin
(Office Responsible for Project)
900 South 1st Street
Suite #407
Austin, TX 78704

Dallas
5606 SMU Boulevard
Suite #600752
Dallas, TX 75206

Houston
10370 Richmond Ave
Suite #325
Houston, TX 77042

San Antonio
85 N.E. Loop 410
Suite 600
San Antonio, TX 78216

ORGANIZATIONAL CHART

ROLLINGWOOD TEXAS



Derek Bird, CCM, CQM
Principal-In-Charge



Stephen Karp
Project Manager

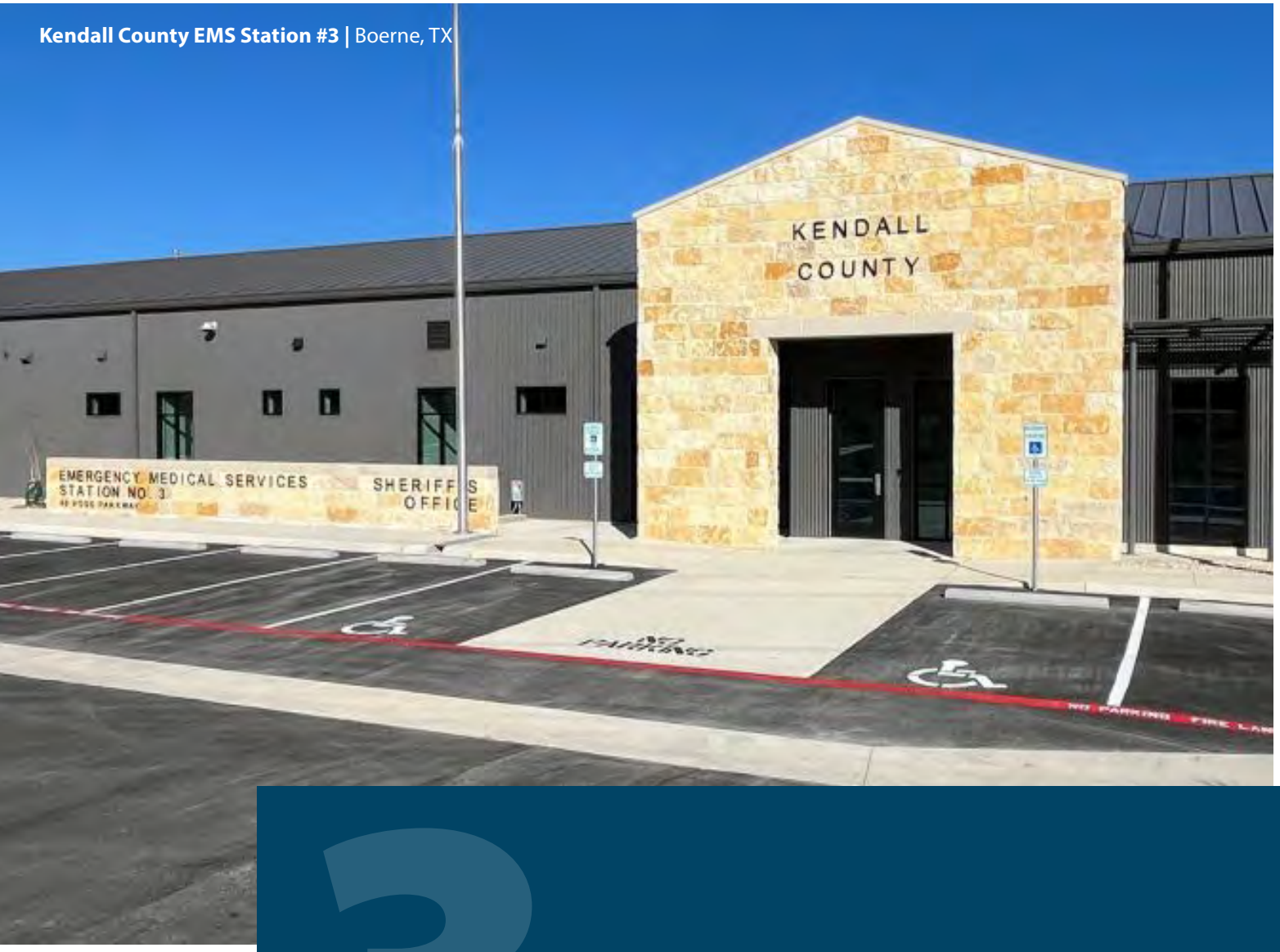
STRENGTH IN NUMBERS: DELIVERING EXPERTISE, CAPACITY, AND RELIABILITY

Having a large and experienced staff is a significant advantage for our clients. Our depth of personnel allows us to bring the right expertise to every phase of a project—from planning and design through construction and closeout—while maintaining strong oversight and attention to detail. Our team's qualifications include **20 Certified Construction Managers (CCM) firmwide**, complemented by a robust **Central Texas Region staff of 20+ construction and project managers**. With this level of expertise and capacity, we can respond quickly to challenges, manage multiple project components simultaneously, and ensure continuity without disruption. This ultimately translates to more efficient project delivery, reduced risk, and a higher level of service for the owners we represent.



REPRESENTATIVE MUNICIPAL PM/CM EXPERIENCE	VALUE $M
CCIA Terminal Replacement	$38.5
City of Alvin City Hall	$18.6
City of Alvin EMS Facility	$11.1
City of Cedar Park Bond Program	$10.3
City of Conroe Community Center	$37.8
City of Converse Bond Program	$8.7
City of Corpus Christi Convention Center	$62.9
City of Corpus Christi Facilities CIP	$21.6
City of Corpus Christi MSA	$90.5
City of Corpus Christi Streets Staff Aug	$278.9
City of Heath Fire Stations	$15.0
City of Ingleside Project Management	$41.2
City of Josephine Project Management	$12.2
City of Kyle Library	$5.2
City of Kyle Public Safety Headquarters	$30.0
City of Kyle TIRZ Parks	$14.1
City of McClendon-Chisholm Fire Station	$4.5
City of Navasota Fire Station	$18.0
City of Pearland Water Operations Building	$6.3
City of Pflugerville Downtown East PM	$158.6
City of Portland Bond Program	$17.2
City of San Antonio Fire Department	$20.1
City of Schertz Fire Dept	$15.5
City of Schertz Woman Hollering Creek	$10.6
City of Selma City Hall and Heroes Memorial	$3.6
City of Selma Training Facility	$7.0
City of Victoria Community Center	$30.0
City of Victoria Public Safety Building	$35.0
City of West Lake Hills City Hall	$17.2
Corpus Christi RTA Customer Service Center	$23.0
Houston Parks Board Hill at Sims Park	$28.3
Midtown Superblock Park	$17.8
New Braunfels Utilities Headwaters Phase 2	$10.4
San Marcos Fire Station	$2.6
Wimberley Library Expansion	$5.5

AG|CM
Professional Project Management Firm



Kendall County EMS Station #3 | Boerne, TX

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PROJECT TEAM & QUALIFICATIONS

AG|CM PERSONNEL ROLES

PROJECT TEAM

AG|CM proposes a dedicated team led by senior leadership with deep experience in public facilities and supported by strong project management and technical expertise. This structure ensures both executive oversight and day-to-day project execution aligned with the City's goals.

Derek Bird, CCM, CQM - Principal-In-Charge

Role & Responsibilities:

Derek Bird will serve as Principal in Charge, providing executive oversight for the Rollingwood City Hall project. He ensures alignment between project scope, schedule, and budget while supporting the project team in resolving complex issues and maintaining high-level client communication.

Qualifications & Experience:

- Bachelor of Mathematics, Texas A&M University
- Certified Construction Manager (CCM)
- Construction Quality Manager for Contractors (CQM-C)
- 20+ years of industry experience
- With AG|CM since 2021
- Member of Construction Management Association of America (CMAA)

Municipal & Public Safety Experience:

Derek has extensive experience delivering municipal and public safety facilities, including multiple city halls, fire stations, training centers, and public safety buildings. Notable projects include the City of Pflugerville Downtown East, multiple ESD fire stations within the Central Texas region, and the City of Kyle Public Safety Building.

Involvement in Firm Experience:

Derek has served in leadership roles across AG|CM's portfolio, overseeing project teams and ensuring successful delivery of complex municipal and emergency services projects.

Stephen Karp - Project Manager

Stephen is a proud Rollingwood resident who brings a deep, personal understanding of the community he serves. Living locally allows him to stay closely connected to the City's priorities, challenges, and long-term vision. His active presence in the community ensures that his approach is thoughtful, responsive, and aligned with the unique needs and expectations of Rollingwood stakeholders.

Role & Responsibilities:

Stephen Karp will serve as the Project Manager, responsible for day-to-day project management, including schedule oversight, budget tracking, coordination with design and construction teams, and reporting to the City.

Qualifications & Experience:

- Bachelor of Arts Communications, St. Edwards University
- 20+ years of industry experience
- With AG|CM since 2006
- Construction Management Association of America (CMAA) Vice President, South Central Texas Chapter

Public Safety Experience:

Stephen brings direct experience managing public safety and municipal facilities, including the City of West Lake Hills City Hall, City of Pflugerville Downtown East, and the City of Cedar Park Police Department Expansion projects. His broader portfolio includes complex infrastructure, institutional, and government projects exceeding $250M in total value.

Involvement in Firm Experience:

Stephen has led multiple AG|CM projects as the primary project manager, coordinating multidisciplinary teams and ensuring successful execution across all phases.



DEREK BIRD, CCM, CQM

Director of Operations - Central Texas



Years with AG|CM
5 Years

Year Started in Industry
2005

Location
San Antonio, TX

Education
Bachelor of Mathematics
Texas A&M University - College Station, TX

Training and Certifications
Certified Construction Manager (CCM)

Construction Quality Manager for Contractors (CQM-C)

OSHA 10-Hour

Affiliations and Associations
Construction Management Association of America (CMAA)

Navarro ISD Education Foundation

Marion ISD Education Foundation

With two decades of experience in the construction industry on a variety of construction programs, Derek has an aptitude for communicating with AG|CM employees, construction partners, and clients.

As Principal in Charge, Derek is the executive liaison between the client and AG|CM's project team, maintaining alignment between contract scope, project delivery, and the client's expectations. He is a trusted partner who steps in to resolve escalated issues, ensuring proactive communication with the client with an emphasis on protecting our long-term relationship. Derek monitors staffing levels across active projects and works with the AG|CM team to address gaps, maintain schedule commitments, and deliver exceptional service. His involvement helps keep projects on track while supporting the client's goals and the project team's success.

RELEVANT PROJECT EXPERIENCE

Bexar County ESD 5 Fire Station #3 - Somerset, TX
Director of Operations
Providing project management for Fire Station #3, a ground-up build that will include a 6,000 SF apparatus bay, 3 bays, gear washing rooms, and a 4,000 SF living quarters allocated to crew sleeping quarters, media and training room, dayroom, kitchen and weight room. Project cost: $4.1 M

Bexar County ESD 8 Station #3 - Helotes, TX
Director of Operations
Providing project management on 9,000 SF, ground-up fire station, including reception area, administrative offices, meeting rooms, dorms, kitchen area, and 3 apparatus bays. Project cost: $5M

City of Kyle Public Safety Building - Kyle, TX
Director of Operations
Provided project management on the City's 63,000 SF Public Safety Building which includes fire administration and police operations. Project cost: $35M

City of Pflugerville Downtown East - Pflugerville, TX
Director of Operations
Providing owner's representation for the City of Pflugerville for Downtown East development which consists of the new City Hall, recreation center, retail, commercial, hotel, and 500 multifamily residential units. Managing the construction of the 93,000 SF city hall and the 120,000 SF multi-generational rec center. Project cost: $158.6 M

City of Selma Police and Fire Training Center - Selma, TX
Director of Operations
Providing project management for the city's new Police and Fire Training Center which includes an indoor police shooting range, commercial and residential burn towers, driving course, and educational and storage buildings. Project cost: $7.0 M

Hays County ESD 8 Buda Fire Station/ EMS - Buda, TX
Director of Operations
Provided project management on the new 44,000 SF central fire station, administration offices, and training facility for Hays County ESD. Project cost: $20M

STEPHEN KARP

Project Manager



Years with AG|CM
20 Years

Year Started in Industry
2006

Location
Austin, TX

Education
Bachelor of Arts Communications, *St. Edwards University - Austin, TX*

Training and Certifications
OSHA 30-Hour

Affiliations and Associations
Construction Management Association of America (CMAA) Vice President, South Central Texas Chapter

An experienced project manager with nearly 20 years in the industry, Stephen is familiar with the Central Texas market, having managed several large, complex projects in the civil, K12, and municipal sectors.

As Project Manager, Stephen leads AG|CM's project delivery team, collaborating with the client, the design team, and the general contractor to ensure an integrated approach. During the preconstruction phase, he leads coordination meetings and represents the client's interests in negotiations, change orders, and claims. During construction, Stephen manages risk through quality assurance, ensures compliance with schedules, budgets, and specifications, and anticipates and minimizes conflicts. At each project milestone, he ensures that the work aligns with the contract terms by monitoring submittals and RFIs. For closeout, Stephen confirms timely occupancy, managing FF&E and coordinating final walkthrough with all stakeholders.

RELEVANT PROJECT EXPERIENCE

City of West Lake Hills City Hall - West Lake Hills, TX
Project Manager
Providing project management on the new 2-story, 18,000 SF city hall and municipal complex, which will house the police department, administrative offices, and council chambers. Project cost: $13.2M

City of Pflugerville Downtown East - Pflugerville, TX
Project Manager
Providing owner's representation for the City of Pflugerville for Downtown East development which consists of the new City Hall, recreation center, retail, commercial, hotel, and 500 multifamily residential units. Managing the construction of the 93,000 SF city hall and the 120,000 SF multi-generational rec center. Project cost: $158.6 M

City of Kyle Public Library - Kyle, TX
Project Manager
Provided construction management and quality assurance for the new 26,000 SF two-story Kyle Public Library, designed to mirror the new City Hall. The space included a 16,000 SF library, 2,000 SF community room, and a 2,000 SF common space that ties them together. Project cost: $3.5M

City of Kyle Public Safety Building - Kyle, TX
Project Manager
Provided project management on the City's 63,000 SF Public Safety Building which includes fire administration and police operations. Project cost: $35M

City of Cedar Park Police Department Expansion - Cedar Park, TX
Project Manager
Provided program management on the Cedar Park 2015 Bond Program, including construction management and quality control for 12,200 SF addition to the existing police department building plus some renovation to the interior of the existing building. Project cost: $4.5M

FIRM'S STAFFING & ABILITY

STAFF AND ABILITY TO MEET SCHEDULE AND DEADLINES

The right people, available when the City needs them. AG|CM is structured to give the City of Rollingwood immediate, sustained access to senior project-management talent without reliance on outside subcontractors. Every role on this engagement — project management, cost estimating, constructability review, and field inspection — is filled by an AG|CM employee. That single-firm model means the City deals with one accountable team, one chain of communication, and one quality standard from kickoff through warranty.

Because the City Hall / fire station program will be delivered through individual task orders against a master agreement, our staffing approach is built for responsiveness: a consistent core team that knows the project intimately, backed by a deep professional bench we can surge as design, procurement, and construction activities peak.

Professional bench depth in Central Texas. AG|CM maintains the following local in-house professional staff available to support this engagement:

DISCIPLINE	STAFF AVAILABLE
Project / Construction Managers	20
Business Development / Marketing	1
Cost Estimators / Constructability Reviewers	1
Total local professional staff in San Antonio/Austin Region	**22**

Assigned project team and committed availability. The following key personnel are assigned to the City of Rollingwood and will remain dedicated for the life of the engagement:

TEAM MEMBER	ROLE	COMMITTED AVAILABILITY
Derek Bird, CCM, CQM	Principal-in-Charge	**Up to 25%** — executive oversight, City point of contact, budget/schedule accountability
Stephen Karp, CMAA	Project Manager	**Up to 60%, scaling to full-time during peak construction** — day-to-day Owner's Rep, on-site presence
Cost Estimating / Constructability	Supporting (as-needed)	Engaged at each design milestone and for every change-order review
Construction Inspection / QA	Supporting (as-needed)	Engaged through construction and closeout phases

Ability to meet the schedule and deadlines. AG|CM is positioned to respond on the City's timeline for several reasons:

- Local presence. Our Austin office (900 South 1st Street) is roughly fifteen minutes from 403 Nixon Drive, allowing same-day site response and in-person attendance at City Council, stakeholder, and construction meetings without travel delay.
- No subcontracted staff. Every team member is an AG|CM employee, so we control resource allocation directly and can add estimators, inspectors, or a second project manager from our bench within days when a task order accelerates.

- Task-order responsiveness. Our core team carries the project knowledge from one task order to the next, eliminating ramp-up time and protecting continuity across the needs-assessment, design, procurement, construction, and closeout phases.
- Capacity to surge. With 54 project/construction managers and a full preconstruction group in-house, AG|CM can scale effort to match critical-path demands — milestone reviews, procurement windows, and substantial-completion inspections — without pulling Stephen Karp off the City's daily oversight.



KNOWLEDGE OF LOCAL REGULATIONS

AG|CM demonstrates a strong working knowledge of applicable local, state, and federal regulations through its consistent delivery of public-sector projects across Texas and its comprehensive role as an Owner's Representative throughout all phases of project development and construction. The firm routinely supports complex municipal facilities—such as the West Lake Hills City Hall and Municipal Complex and the City of Kyle Public Safety Building—where compliance with building codes, development standards, and multi-agency requirements is essential. Our established work approach emphasizes detailed review of design documents, constructability, and coordination, ensuring alignment with governing regulations and standards before and during construction. AG|CM's field-level quality assurance processes further reinforce regulatory compliance by verifying that contractors execute work in accordance with contract documents, specifications, and applicable code requirements, while proactively identifying potential issues related to site conditions, building systems, and long-term performance. Through this combination of hands-on oversight, experience in similar civic projects, and structured review processes, our team brings a thorough and practical understanding of construction, environmental considerations, and drainage requirements necessary to successfully support the Rollingwood City Hall project.

GUIDING THE CITY'S KEY DECISIONS

Five decisions are still open — and the City is looking to its Owner's Representative to get them right.

The City has been clear that several foundational decisions have not yet been made, and that the Owner's Representative is expected to bring the analysis and recommendations needed to make them with confidence. AG|CM treats this as the most important work of the preconstruction phase. Rather than presume an answer, we will lead the City through each decision with the data, options, and trade-offs laid out plainly:

Refurbish vs. new construction. We will assess the existing facility against the Appendix A program and the $4M cap, weighing lifecycle cost, schedule, operational disruption, and long-term fit, so the City chooses the path with full visibility into the consequences of each.

Delivery method. We will evaluate the appropriate procurement approach under Texas Government Code Chapter 2269 — including design-bid-build, CMAR, and other options the City has used successfully elsewhere — and recommend the method that best balances cost certainty, schedule, and risk for a dual-funded public project.

Environmental certification. We will define whether and to what level the project should pursue environmental or sustainability certification, accounting for the site's watershed setting, any funder expectations, and the cost-benefit to a building meant to serve the City for decades.

Project timeline. We will build a realistic master schedule from the City's needs assessment forward, sequencing design, procurement, and construction around Council milestones and the operational continuity of City and fire staff.

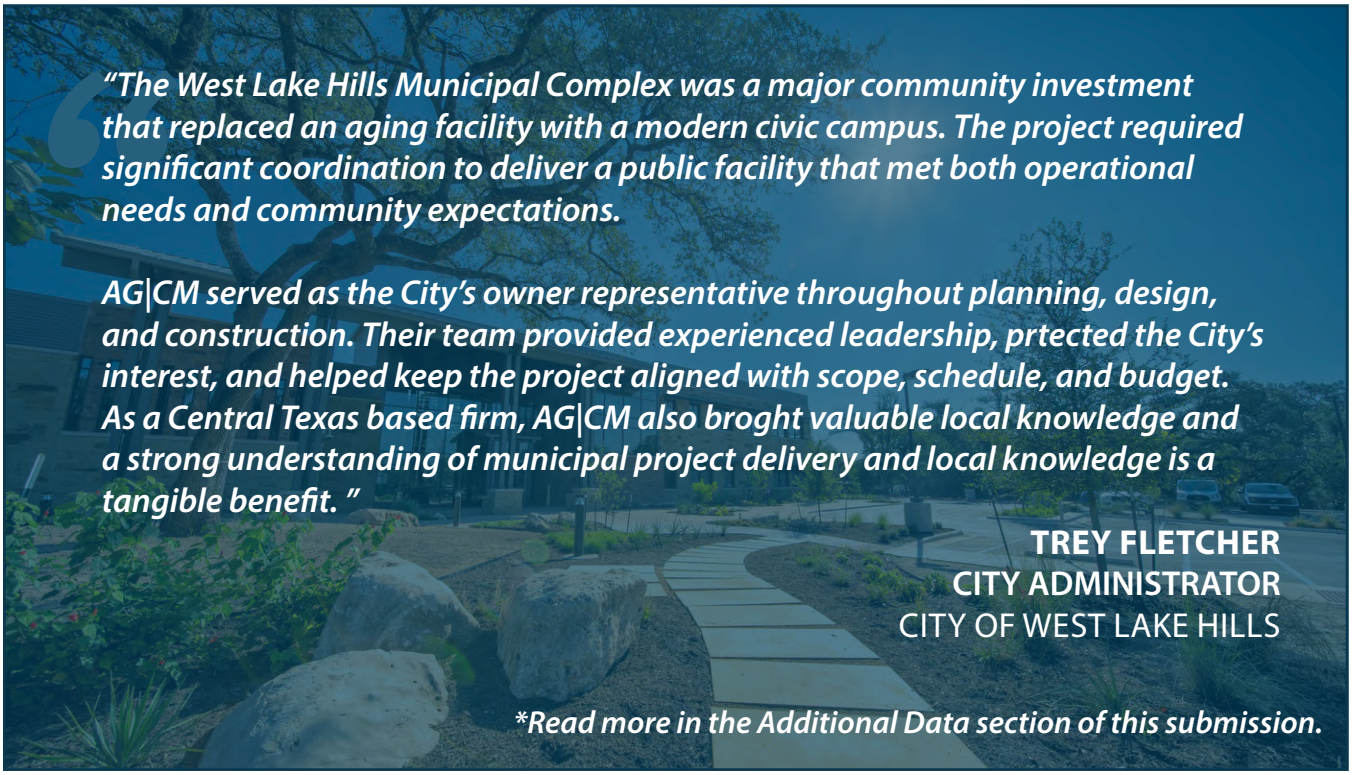
Budget adherence. We will hold the program to the combined $4M ceiling through early cost modeling, constructability review, and continuous tracking against both funding sources — so the budget shapes the decisions, not the other way around.

By resolving these five questions early and transparently, AG|CM gives the City a defensible, well-documented foundation for every dollar and decision that follows.

SUBCONTRACTORS

AG|CM will not utilize subcontractors for this engagement; all services will be delivered directly by our in-house team. Our firm is comprised of a robust and experienced staff with diverse expertise in program management, construction oversight, and municipal project delivery, as illustrated in the organizational chart below. This structure ensures seamless communication, consistent quality, and direct accountability to the City throughout the duration of the Rollingwood City Hall Renovation project.

AG|CM PROFESSIONAL STAFF	
Administrative	12
Business Development/Marketing	15
Project/Construction Managers	54
Construction Inspectors	11
Cost Estimators/Constructability Reviewers	9



"The West Lake Hills Municipal Complex was a major community investment that replaced an aging facility with a modern civic campus. The project required significant coordination to deliver a public facility that met both operational needs and community expectations.

AG|CM served as the City's owner representative throughout planning, design, and construction. Their team provided experienced leadership, prtected the City's interest, and helped keep the project aligned with scope, schedule, and budget. As a Central Texas based firm, AG|CM also broght valuable local knowledge and a strong understanding of municipal project delivery and local knowledge is a tangible benefit. "

TREY FLETCHER
CITY ADMINISTRATOR
CITY OF WEST LAKE HILLS

**Read more in the Additional Data section of this submission.*

AGCM
Professional Project Management Firm



Brazoria County Courthouse Campus Renovation & Expansion | Angleton, TX

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SCOPE OF SERVICES

PRECONSTRUCTION PHASE APPROACH

AG|CM has extensive experience representing municipal clients throughout the State of Texas. One thing that sets AG|CM apart is that we seek to be a trusted advisor to our clients. To build this trust, AG|CM is solely focused on our client's needs.

ESTABLISHING A COMMUNICATION FRAMEWORK

We will establish and maintain a structured communication protocol with the City to ensure clear, consistent, and transparent information flow. This includes defining reporting formats, meeting cadence, escalation procedures, and documentation standards. Acting as the City's single point of coordination, we will streamline communication among all stakeholders, ensuring timely decision-making and complete alignment throughout the project lifecycle.

At AG|CM, we believe in working collaboratively and being proactive. Collaboration with all team members will yield the best value for the City of Rollingwood. Together, we will redefine the goals and accomplish them by guiding the project team with leadership and integrity.

Being your partner and trusted advisor is our goal. Our AG|CM team brings experience, capability, technical resources, and industry best practices. We will adapt and mold to your structure and your program, and work side-by-side in collaboration with and in support of your leadership team.

MINIMIZING ADVERSARIAL RELATIONSHIPS

By emphasizing teamwork and cooperation, AG|CM creates an atmosphere that minimizes adversarial relationships and promotes a successful project outcome. Our management of relationships incorporates three essential practices:

Open and transparent communication. We encourage effective dialogue among all stakeholders, including the designers and contractors.

Early involvement of essential parties. Involving stakeholders early during design can proactively address potential conflicts and misunderstandings.

Establish clear project objectives and expectations. We will work to ensure that everyone is aligned and working towards a common goal.

FOUR PRINCIPLES FORM THE FOUNDATION OF OUR APPROACH:

Collaboration

We will work closely with the City of Rollingwood to create an atmosphere of teamwork towards a successful project completion.

Anticipation

We are solution minded. We will always look ahead to identify solutions to challenges you may face.

Representation

Your goals are our goals. We will develop a thorough understanding of your current service and future goals.

Engagement

We will always keep the City and the community informed with detailed, reliable information so you can make the best decisions possible.

NEEDS ASSESSMENT & DELIVERY STRATEGY

AG|CM will work with the City to further refine the existing needs assessment and clarify project scope, priorities, and performance objectives. Through coordination with City stakeholders, we will help identify operational considerations and project requirements that influence design and construction outcomes. We will also assist in evaluating delivery methods, including Design-Bid-Build and Construction Manager at Risk, providing input based on project complexity, anticipated risks, and budget and schedule considerations to support a well-informed selection process.

PROCUREMENT AND CONTRACTING

AG|CM will assist in preparing RFQs and RFPs for the procurement of the Architect and Contractor or CMAR, supporting compliance with applicable procurement requirements. This includes assisting in defining scope, evaluation criteria, and selection procedures, as well as coordinating the solicitation and evaluation process.

In addition, AG|CM will support broader procurement activities, including coordination of bid documents, compilation of bidder lists, and facilitation of the bid process. We will assist in reviewing bid results, supporting discussions related to contract award, and helping to align procurement outcomes with project scope, schedule, and budget considerations.

AG|CM's experience with public procurement processes and familiarity with applicable regulations will support a structured and transparent approach that encourages competitive participation and informed decision-making.

DESIGN PHASE COORDINATION & EARLY IDENTIFICATION OF POTENTIAL ISSUES

AG|CM will participate in ongoing coordination efforts throughout the design phase, assisting in the review of design documents, drawings, and specifications for general constructability, consistency, and alignment with project goals. We will facilitate communication among stakeholders to support early identification of potential issues, when opportunities for refinement are most effective.

Through coordination meetings and design discussions, AG|CM will assist in supporting alignment between project requirements, schedule considerations, and design development, helping promote a well-integrated design that reflects the City's needs while minimizing potential downstream impacts.

DESIGN REVIEWS

Building on coordination efforts, AG|CM will assist in supporting design phase reviews at key milestones from schematic design through construction documents. These reviews will help inform discussions related to constructability, coordination, and cost alignment, supporting proactive identification of conditions that may impact schedule or budget.

AG|CM will also assist in supporting cost awareness throughout design by facilitating development and review of estimates during schematic design, design development, and construction document phases. As the design progresses, these estimates may be refined to reflect increasing levels of detail, supporting ongoing alignment between scope and available funding.

STAKEHOLDER INTEGRATION

AG|CM will support engagement with key City stakeholders and user groups to help ensure that operational considerations are incorporated into the design process. By facilitating collaboration among departments and project participants, we will assist in capturing input related to maintenance, operations, and functional requirements. This process supports alignment between project design and long-term facility use, while promoting a shared understanding of project goals across all parties.



COST ESTIMATING & VALUE ALIGNMENT

AG|CM will assist in the development and review of cost estimates at key design milestones, supporting ongoing alignment between project scope and available funding. Our team includes professionals with experience in construction cost review, change evaluation, and constructability-based analysis, which helps support informed discussions as the design progresses.

Where appropriate, AG|CM will assist in facilitating cost discussions with the City and project team, helping to identify potential impacts and opportunities for refinement. Available estimating resources and project data may be utilized to support the development of conceptual and progressive estimates, particularly during early design phases when information is limited.

AG|CM will also assist in reviewing bid results during procurement, supporting the City's understanding of current market conditions and general alignment between received bids and project expectations. Through these efforts, AG|CM will support cost awareness and value discussions while helping maintain alignment between budget, scope, and overall project objectives.

SCHEDULE

AG|CM will assist in developing a comprehensive milestone schedule that reflects key activities during design, procurement, and preconstruction. Our scheduling professionals support the evaluation of project and program schedules to identify potential challenges in scope, logic, sequencing, and duration. Through coordination with the project team, we assist in maintaining alignment with schedule objectives and facilitate discussions related to timing, phasing, and overall project progression.

Using established scheduling practices, AG|CM will support identification of critical and non-critical activities, review resource considerations, and assist in evaluating potential impacts to the schedule. Where appropriate, schedule reviews may include high-level scenario evaluations to help inform decision-making. Throughout the process, AG|CM will provide updates to the City of Rollingwood to promote transparency and awareness of schedule-related considerations as they arise, supporting proactive coordination and informed project management.

PRECONSTRUCTION PLANNING & READINESS

AG|CM will support preconstruction planning activities, including coordination of preconstruction meetings, assistance with contract documentation, and coordination with utilities, agencies, and other stakeholders. Through these efforts, we will assist in preparing the project for transition into construction by promoting alignment, documenting key decisions, and supporting readiness across all project participants.



Victoria Public Safety Headquarters, Victoria, TX

CONSTRUCTION PHASE APPROACH

Boots on the ground representation and engagement.

PROJECT COORDINATION & COMMUNICATION

Ongoing coordination during construction will be supported through facilitation of communication among the City, Architect, Contractor, and project stakeholders. Established communication protocols, meeting coordination, and information flow will be maintained to help keep all parties aligned. Regular updates and documentation will support transparency and promote timely decision-making as the project progresses.

SCHEDULE MONITORING & BUDGET MONITORING

Project schedule progression will be monitored relative to established milestones and sequencing, with coordination among the project team supporting identification of potential impacts related to timing, phasing, and resource considerations. At the same time, budget performance and cost activity will be tracked to support overall awareness of project financial status.

Coordination of discussions related to schedule and cost impacts will assist in maintaining alignment between project progress, available funding, and overall objectives. Updates provided to the City will promote transparency and support proactive project management throughout construction.

ON-SITE PRESENCE & QUALITY ASSURANCE

Periodic site presence will support general awareness of construction progress and ongoing activities. Observations may include review of major building components for general alignment with project documents and coordination with inspection and testing efforts.

Inspection activities and observed deficiencies will be documented through logs and reports, with coordination among project participants supporting ongoing tracking and communication. This process promotes visibility into project conditions and supports discussion of corrective actions as needed.

DOCUMENTATION AND REPORTING

Ultimately, AG|CM is there to coordinate all aspects of project delivery on behalf of and in conjunction with the City of Rollingwood. We represent the City in all processes discussed in this approach. However, our responsibility to you does not end with simply executing these processes, we will be there to document it.

AG|CM's project managers are responsible for inputting report entries. Special emphasis will be on reporting activities related to the critical path of the project. Specific information included in the reports will include:

- Daily construction production activities.
- Photos with clear descriptions and corresponding dates.
- Major deliveries.
- Special testing and inspection that occurred.
- Any specific direction provided to the contractor.
- Weather impacts, if any, that may have delayed the critical path.
- TCEQ SWPPP compliance monitoring.

We are on site and engaged on behalf of the owner. We represent the City of Rollingwood while updating staff and keeping them informed is a major part of that role. Formal reporting, along with informal communication, is critical to creating snapshots in time for the owner, giving them a picture of project health at weekly, monthly, and/or quarterly intervals as required. Understanding this is critical for us to properly keep you informed. The following topics would be included in our project manager's monthly report in addition to any specific City requests:

- Schedule update.
- Budget reviews and forecasts (including change log review and cash flow projections).
- Pending action review to discuss critical items.
- Quality management report to discuss any pending deficiencies.
- Critical item tracking to pick up the identification of and closeout of any other critical construction topics.

As an extension of the City on the project, we want to make sure we are addressing aspects of the project that are important to you. We know project management and will work daily to ensure the processes and procedures are maintained to help ensure a successful delivery. We also want to ensure that reporting on those processes is regular and tailored for the City of Rollingwood.

CHANGE ORDER REVIEW

Establishing and managing a clear and logical cost management process is another key role AG|CM will play on behalf of the City. The contract and general conditions will be reviewed to ensure the requirements of the contractor are outlined within the documents. The process documentation/protocol should include references to any project management software to be utilized, direction on who initiates changes, what the review/approval gates are, emphasis on timely submission of changes, penalties for unreported change, and guidelines for approved use of each contingency account (owner's and contractor's).

AG|CM will manage change on the project and ensure each account is utilized in conformance with the contract. Understanding what is payable from each account is critical to managing the budget.

Understanding and documenting approved changes for the owner either by means of a PM software or simple budget spreadsheets is only half of the battle. We take care to ensure that, as the owner's on-site representative, we track not only approved/submitted changes, but those that we see coming down the pipeline. These often-undocumented costs can be the result of uncommitted or pending submission of changes due to recent RFI responses, issued ASI, pending user requests, unforeseen conditions etc. The only means of accurately reflecting pending costs is for the project manager to be involved and understand the costs that are out there. If the owner is relying only on approved or submitted changes to give them an accurate depiction of budget status, they are missing out on what has the potential to be a substantial component of the budget picture.

CONSTRUCTION OBSERVATION

We will be your eyes, ears, and boots on the ground for the projects the City of Rollingwood assigns to us. The following outlines our actions during the construction phase of a project.

- Schedule and conduct bi-weekly construction and progress meetings to discuss such matters as procedures, progress, problems, and scheduling. Prepare and promptly distribute minutes.
- Perform job-site visits to monitor quality, oversee testing/inspections, monitor adherence to safety plans, and ensure contractor is adhering to all contract drawings, terms and conditions. Daily logs will be kept.
- Maintain all project documentation and keep time-stamped photo/video record of project progress.
- Monitor progress of construction against the Master Program Schedule, forecast potential issues and facilitate conflict resolution to align project to schedule.
- Review all RFIs, ASIs, submittals, monthly pay estimates, and daily reports.
- Review and evaluate the appropriateness of all proposed change orders; advise the owner as to their effect on the contract's time and cost.
- Perform independent estimates of proposed change order work when necessary or when directed by the owner.
- Negotiate change orders and recommend approval or denial by the owner.
- Monitor and track all third-party testing.
- Work to ensure accuracy of as built records.
- Work closely with the inspector on all testing, site changes, and red lines.
- Provide interim reports on key issues covering all aspects of the project to keep the owner informed.
- Monthly reports are prepared in conjunction with normal billing cycles and reviewed by the project team.
- Briefing and presentations to the owner will be conducted when requested.

Through these efforts, the construction phase will be supported by a coordinated and informed approach that promotes alignment among all project participants. Consistent communication, organized documentation, and ongoing awareness of schedule, cost, and field conditions will help facilitate timely resolution of issues as they arise. This approach supports a stable progression of the project and provides the City of Rollingwood with clear visibility into construction activities, contributing to a well-managed transition into the closeout phase.



CLOSEOUT PHASE APPROACH

The closeout phase represents a critical transition from construction to full operational use of the facility and is essential to protecting the City's investment. During this phase, our focus is on ensuring completeness, accuracy, and long-term functionality by verifying all project deliverables, coordinating final inspections, and facilitating a seamless turnover to City staff. We implement a structured and proactive closeout process that emphasizes comprehensive documentation, operational readiness, and accountability across all project participants. Our approach extends beyond project completion to include ongoing support during the warranty period, ensuring that the City of Rollingwood receives not only a finished facility, but a fully functional, maintainable, and well-documented asset prepared for long-term success.

RECORD DOCUMENTS, O&M MANUALS, & WARRANTY

We will coordinate and verify the completeness of all project closeout documentation, including as-built drawings, specifications, approved submittals, and change order records, ensuring they accurately reflect final construction conditions. Concurrently, we will review Operations and Maintenance (O&M) manuals for completeness and usability, confirming inclusion of system descriptions, maintenance procedures, and manufacturer data. Our team will also verify that all warranties are properly submitted, compliant with contract requirements, and clearly documented, including coverage terms and durations. A consolidated document and warranty log will be provided to the City, ensuring long-term accessibility and effective facility management.

FINAL INSPECTION, PUNCH LIST, AND PROJECT COMPLETION

AG|CM will support the coordination of final inspections and assist in monitoring the development and execution of the project punch list. This includes facilitating collaboration among the Architect, Contractor, and City representatives to document observed items, maintain tracking logs, and promote timely resolution. Additionally, we will coordinate required regulatory inspections and confirm that all approvals, certifications, and occupancy requirements are satisfied.

OCCUPANCY

We will coordinate and confirm that City staff receive comprehensive training on all building systems and equipment, ensuring readiness for day-to-day operations. Training sessions conducted by contractors and vendors will be scheduled, documented, and aligned with O&M materials. In parallel, we will assist with occupancy coordination, including integration of Owner-furnished equipment, technology systems, and operational transition planning. Our goal is to ensure the facility is fully functional and that City staff are confident in operating and maintaining all systems upon turnover.

CLOSEOUT & FINAL PAYMENT

We will perform a detailed review of final payment applications to confirm that all contractual obligations have been satisfied prior to recommending final payment. This includes verification of completed work, resolution of outstanding issues, submission of lien releases, and reconciliation of the project budget. Our team ensures that all financial documentation is accurate and complete, providing the City with confidence in the final accounting of the project.

WARRANTY SUPPORT AND POST CONSTRUCTION SERVICES

Following project completion, we will remain engaged during the warranty period to support the City in tracking and resolving warranty issues. We will coordinate with contractors to ensure timely response and completion of corrective work, maintain documentation of all warranty activities, and assist with warranty inspections as needed. This continued involvement ensures that the facility performs as intended and that the City's investment is fully protected.

> ***"The AG\|CM team as a whole is all engaged on any given project/issue. They are eager to help resolve any issues with recommendations. They are great to work with."***

RANDY MATYEAR
ASSISTANT CAPITAL PROGRAMS MANAGER
CITY OF SAN ANTONIO

AGCM
Professional Project Management Firm



Fort Bend County Sheriff's Headquarters | Richmond, TX

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REFERENCES



City of West Lake Hills

WEST LAKE HILLS CITY HALL AND MUNICIPAL COMPLEX

Location
West Lake Hills, TX

Delivery Method
CMAR

Type of Construction
New construction

Services Provided
- Project Management
- Quality Assurance Observations

Project Duration
Apr 2024 - July 2025

Project Cost
$17.2 M

Project Size
17,953 SF

Owner
City of West Lake Hills
Trey Fletcher
City Administrator
(512) 610-6825
tfletcher@westlakehills.gov

Relevancy to this Project
- Similar operational needs
- Surrounding municipality

The City of West Lake Hills selected AG|CM to provide project management services for the City Hall and Municipal Complex.

AG|CM provided full project management services on the new 2-story, 17,953 SF West Lake City Hall and Municipal Complex. City residents passed a $25M Bond, of which $16M is allotted to the construction of a new city hall and police building that helps centralize services and create better functionality to the surrounding community. The new municipal complex houses the police department, administrative offices, and council chambers.

West Lake is a very green community, and for the project they sourced reclaimed local cedar trees on site that were used for trim throughout the building. For landscaping, they prioritized native plants to avoid extensive irrigation and installed a large detention pond to reclaim water and combat against potential drought.



City of Kyle

KYLE PUBLIC SAFETY CENTER

Location
Kyle, TX

Delivery Method
CMAR

Type of Construction
New Construction

Services Provided
- Project Management
- Cost Estimating
- Quality Assurance

Project Duration
Sept. 2021 - July 2023

Project Cost
$30.1 M

Project Size
63,183 SF

Owner
City of Kyle
Jerry Hendrix
Former Assistant City Manager
jryhendrix@gmail.com
(512) 694-3934

Relevancy to this Project
- Similar operational needs
- Surrounding municipality

The City of Kyle selected AG|CM to provide project management on their third project, the City's 63,000 SF Public Safety Center.

The Public Safety Center allows the Police Department to expand its services and grow over the next 20 years, with dedicated space to improve emergency response times, accommodate victims or residents experiencing trauma, create an investigations suite and canine unit, manage evidence processing and storage, increase officer training and pursue accreditation, and expand community-based programs and mental health services.

The Public Safety Center also provides the City with an opportunity to create an Emergency Operations Center (EOC), a central command center for collaborating with surrounding counties and authorities during natural disasters, security threats, and major accidents.

Finally, with room for the Police Department to grow, the Public Safety Center will also provide immediate, temporary space for ancillary public safety functions, including Communications, Information Technology and City administration, until the Police Department requires the full building.



The City of Pflugerville

PFLUGERVILLE DOWNTOWN EAST - CITY HALL AND REC CENTER

Location
Pflugerville, TX

Delivery Method
P3

Type of Construction
New construction

Services Provided
- Cost Estimating
- Program Management
- Quality Assurance

Project Duration
Nov 2024 - Ongoing

Project Cost
City Hall: $80.1M
Rec Center: $78.5M

Project Size
City Hall: 93,000 SF
Rec Center: 120,000 SF

Owner
City of Pflugerville
Emily Barron
Assistant City Manager
(512) 990-6300
emilyb@pflugervilletx.gov

Relevancy to this Project
- Similar operational needs
- Surrounding municipality

The City of Pflugerville selected AG|CM to provide Owners Representative for the city's Downtown East development.

The Downtown East development consists of the 93,000 SF City Hall, the 120,000 SF recreation center, and up to 130,000 SF of retail, 120,000 SF of commercial, a 75,000 SF hotel, and 500 multifamily residential units. AG|CM was selected to manage the $80.1M City Hall and the $78.5M Multi-Generational Recreation Center. AG|CM's efforts under this program have included meeting with stakeholders, public outreach, staff feedback, demographic review, and reviewing growth projections to determine what the needs of the facility will be to ensure it serve the desired functions of the City for the next 20-30 Years. Once the Programming was completed, we worked with our Preconstruction Team to provide a detailed cost estimate on the future facility to ensure that funding is adequate and future escalation is considered in this very volatile construction market.



*displayed rendering is a proposed design option and not yet finalized.

City of Schertz

FIRE STATION NO. 4

Location
Schertz, TX

Delivery Method
CMAR

Type of Construction
New Construction,

Services Provided
- On-Site Project Management
- Quality Assurance
- Closeout Management

Project Duration
09/2023 - current

Project Cost
$10 M

Project Size
15,000 SF

Owner
City of Schertz
Greg Rodgers
Fire Chief
(979) 229-6625
GRodgers@schertz.com

Relevancy to this Project
- Similar operational needs
- Surrounding municipality

The City of Schertz has recognized the growing need for expanded fire and emergency services to meet the demands of its rapidly developing community. In response, the City has initiated the development of Fire Station No. 4, a vital addition to its public safety infrastructure.

AG|CM is providing full project management services on the new station, situated on approximately 10 acres. The proposed one-story facility is approximately 15,000SF and is designed to accommodate eight double-stacked apparatus bays. This new station will not only enhance emergency response capabilities, but also serve as a modern, fully equipped hub for firefighters and staff. Key features include an Emergency Operations Center (EOC) with limited dispatch functions, a community/training room, two offices, and support spaces such as dorm rooms, locker rooms, showers, laundry facilities, and a full-service kitchen. Additionally, amenities like a day room, fitness area, study space, and outdoor cooking and dining areas will ensure firefighter wellness and readiness.

AG|CM
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City of Converse Fire Station | Converse, TX

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QUALITY CONTROL / ASSURANCE

QUALITY CONTROL / ASSURANCE

ASSURING THE QUALITY OF THE PROJECT

Quality assurance and quality control begins at the inception of the project when the scope must be accurately described, unique conditions noted and client expectations fully explored and documented. The Owner's standards and guidelines must then be applied to the project requirements to determine compatibility or if changes are necessary. Cost Estimates are developed and Constructability Reviews performed at major mile-stones of the design process to ensure project is in budget, meeting program requirements, and is constructed as designed. Complete and thorough construction documents are the project managers' best tool for managing and controlling quality.

With regard to the more formal role QA, the Project Manager's QA shall ensure that the contractor submits a Quality Control plan as part of the startup submittal process at the beginning of the project. The Quality Control plan should address staffing, deficiency reporting/ tracking, deficiency resolution process, inspection and testing process, inspection and testing documentation and structure of the Quality Control meeting process (pre-installation meetings, preparatory meetings etc.).

A successful QA program on a major construction project integrates contractor's Quality Control with the Owner/CM Agent's Quality Assurance (PM/CM QA and Third Party Testing). Early identification and communication of all quality checkpoints, required tests, inspections and standard of quality for each individual definable feature of work is key. AG|CM works with both the contractor and design firm to develop a comprehensive log of all required quality tests and inspections broken out for each feature of work by project specification division. This log identifies each test/inspection, the responsible party (Materials Testing Firm, Owner's Inspector, AE inspection, etc), anticipated date and the final date the test/inspection was carried out. Each individual test/inspection is logged and filed via project inspection forms provided by AG|CM. This file is then submitted to the Owner at the completion of the job.

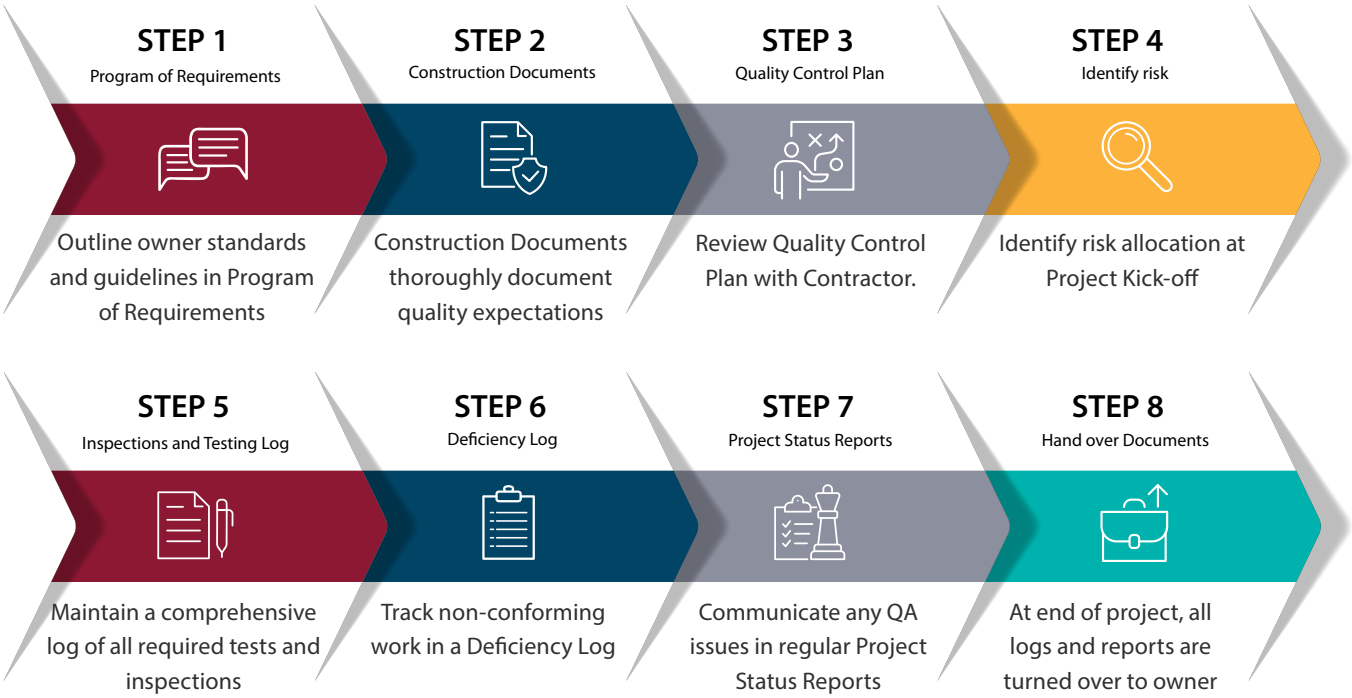
AG|CM believes the most significant tool on any project is communication. Without communication, the project is destined to fail. The following is a list of documents that AG|CM uses to ensure all project team members are on the same page throughout the life of the project to assist with QA/QC.

- **Program of Requirements (POR)** - Clearly states project scope and requirements
- **Risk Management Plan** - Identifies the risk allocation for multiple variables of the project
- **Project Kick-off** - Sets the tone for the project by creating communication matrix, identifying parties involved, setting meeting schedule and establishing contingency plans and budget
- **Project Status Reports** - Provides information on project milestones, current financials and the risk status of a project
- **Project Management Schedule** - Outlines the project by activities, tasks and phases in a comprehensive spreadsheet
- **Project Test Plan** - Provides descriptions for the necessary scope of work including project requirements, involved parties, key deliverables and milestones, time line, budget and testing checklists
- **Project Closing Reports** - Summarizes the close-out process and identifies required documents, punch lists and checklists. Also documents specific lessons learned from a project.

To serve our clients' best in our Quality Assurance services, we propose that our QA/QC Managers streamline our team's quality practices at every level. We will work closely with the client's representatives to develop (if needed) a comprehensive, well-defined written project-specific QA/ QC Plan.



QUALITY CONTROL / ASSURANCE 6



OUR QUALITY ASSURANCE PLAN

AG|CM's QA/QC Plan will include:

- Project quality control requirements
- Project deliverables showing person(s) responsible and estimated dates of completion
- Responsibility of each project personnel
- QA/QC Communication Plan
- Communication procedures for submittals and RFIs
- Document control and records management
- Project Close-Out Procedures

DESIGN PHASE QUALITY ASSURANCE

The entire team has quality assurance as their prime objective throughout the design and construction process. The best method for improving quality and delivering a quality facility is prevention; keeping quality issues from occurring. During the design phase, this concept is advanced and supported through design reviews, value engineering and life cycle analysis.

The emphasis during this phase is on the elements of the '4 C's':

- Completeness
- Compliance with the Program
- Coordination
- Constructability

CONSTRUCTION PHASE QUALITY ASSURANCE

As the Owner's Agent in the field, the Project Manager is responsible for assuring that the project is being built in conformance with the plans and specifications and to a standard acceptable to the Owner. Being the eyes and ears of the Owner in the field is one of the Project Managers most critical and potentially impactful roles. At the highest level, Quality Assurance involves ensuring the Contractor is implementing and executing their own Quality Control Program, which is hopefully guided by the Contract and General Conditions, but fundamentally, the Project Manager as QA is there to be involved in the daily work on the Owner's behalf.

A busy construction site is an ever-evolving cycle of progress, issues, decisions and progress. It is critical for the Project Manager to be involved in the process. Regular inspections will also confirm that the design intent is being achieved. Engaging with the sub-contractors and prime daily and becoming a part of their process creates opportunity for communication on the project and for the Project Manager to uncover potential life cycle issues prior to turnover. So, although an often-overlooked component of the Project Manager as QA's formal job as quality assurance, it is critical to success. Being a part of the process on behalf of the Owner should be a guiding principle for all field staff.

QUALITY CONTROL / ASSURANCE 6

All deficiencies will be tracked in our project management software, to ensure all parties of aware of the issues that need to be corrected, and where they stand. The Project Manager will be regular participants in job progress meetings. Intensive inspections will be performed during the Substantial and Final Completion Phases.

Each individual test and inspection should also be documented by the contractor and verified by the AG|CM QA through formal inspection report. The QA can provide a form template, such as the one provided below, or the contractor's QC can develop their own. The important part of the documentation is the process for evaluating and confirming quality conformance to plans and specs, not the form itself. Engaging the contractor to think about quality and document quality is critical to project success. The forms should be filled out by the contractor's QC noting the test or inspection to be performed, the location, photos, specification referenced and sub-contractor, QC and QA signoff. Plan markups noting specific locations of units under test should also be included with the forms for future reference.

Non-conforming work should also be closely tracked by the AG|CM QA and a deficiency log should be maintained by AG|CM. Should an individual test, inspection, or site observation be deemed not to be in conformance with the plans and specifications, the QA should formally notify the contractor of the deficiency and request a corrective action plan. These deficiencies will be tracked on the log and held open until resolved by the contractor and re-inspected by the QA for conformance with the plans and specifications.

At the end of the project, these forms, along with the completed testing and inspections log should be turned over to the Owner with the closeout documents. These documents then become a tool for the owner in troubleshooting future issues.

We also recommend project milestone walkthroughs to identify any warranty issues. At this same time, if not earlier, a post occupancy evaluation with the city of Rollingwood staff is recommended. This evaluation is to determine what if any changes to the specifications or design guidelines should be considered in order to better serve the needs of our clients.



Fort Bend Sheriff Office, Fort Bend, TX

AG|CM
Professional Project Management Firm



New Braunfels Fire Station No. 3 | New Braunfels, TX

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ADDITIONAL DATA

REFERENCE LETTER - WEST LAKE HILLS

June 4, 2026

To Whom It May Concern:

As the former City Administrator for the City of West Lake Hills, I am pleased to provide this letter of reference for AG|CM, Inc. for their outstanding owner's representative services on the City's new Municipal Complex, including City Hall and the Police Department facility.

The West Lake Hills Municipal Complex was a major community investment that replaced an aging facility with a modern civic campus. The project required significant coordination to deliver a public facility that met both operational needs and community expectations.

AGCM served as the City's owner representative throughout planning, design, and construction. Their team provided experienced leadership, protected the City's interests, and helped keep the project aligned with scope, schedule, and budget. As a Central Texas-based firm, AGCM also brought valuable local knowledge and a strong understanding of municipal project delivery and local knowledge is a tangible benefit.

AGCM emphasized communication and transparency throughout the project. Their clear reporting kept City staff and leadership well informed, helped identify risks early, and gave our team confidence throughout the process.

AGCM also fostered strong collaboration among the City, design team, and contractor, creating an environment of trust, accountability, and teamwork that supported smooth coordination during construction.

AGCM consistently demonstrated professionalism, responsiveness, and a solutions-oriented approach. They were proactive in addressing challenges and served as a true partner and advocate for the City.

I strongly recommend AG|CM to any public agency seeking experienced and reliable project management services. Their local presence, expertise, and commitment to communication and collaboration make them an exceptional partner for complex municipal projects.

Please feel free to contact me at 512.527.4983 if you require any additional information.

Sincerely,

Trey Fletcher

AGCMINC-01 VSANTOSUOSSO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 9/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Ames & Gough 859 Willard Street Suite 320 Quincy, MA 02169	PHONE (A/C, No, Ext): (617) 328-6555	FAX (A/C, No): (617) 328-6888
	E-MAIL ADDRESS: boston@amesgough.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Charter Oak Fire Insurance Company A++ (XV)	25615
INSURED	INSURER B : Travelers Indemnity Company, A++, XV	25658
AG|CM, Inc. PO BOX 2682 Corpus Christi, TX 78403	INSURER C : Travelers Property Casualty Company of America, A++, XV	25674
	INSURER D : Phoenix Insurance Company A++, XV	25623
	INSURER E : Lexington Insurance Company A, XV	19437
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			680-6X239498	9/30/2025	9/30/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY SCHEDULED AUTOS			BA-6X239529	9/30/2025	9/30/2026	BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
C	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE			CUP6X239554	9/30/2025	9/30/2026	AGGREGATE	$ 5,000,000
	DED X RETENTION $ 10,000							$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH)	N / A		UB6X239542	9/30/2025	9/30/2026	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
E	Professional Liab.			031565925	9/30/2025	9/30/2026	Per Claim	2,000,000
E				031565925	9/30/2025	9/30/2026	Aggregate	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

All Coverages are in accordance with the policy terms and conditions.

Evidence of Insurance

CERTIFICATE HOLDER

Evidence of Insurance

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jared Maxwell

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ACKNOWLEDGEMENT OF ADDENDUM 1.

ROLLINGWOOD TEXAS

Request for Qualifications
Owner's Representative Services for
City Hall Improvements

Addendum No. 1

City of Rollingwood, Texas

City of Rollingwood

403 Nixon Drive

Rollingwood, TX 78746

Addendum No. 1 Release Date – Monday, June 1, 2026

RFQ Due Date – Monday, June 8, 2026, at 10:00 a.m.

30 YEARS AGCM
Leadership • Integrity • Commitment • Accountability



Alvin Fire and EMS Station #1 | Alvin, TX

THANK YOU

Corpus Christi
Corporate Office
1101 Ocean Drive
Corpus Christi, TX 78404

Dallas
5606 SMU Boulevard
Suite #600752
Dallas, TX 75206

San Antonio
85 N.E. Loop 410
Suite 600
San Antonio, TX 78216

Austin
900 South 1st Street
Suite #407
Austin, TX 78704

Houston
10370 Richmond Ave
Suite #325
Houston, TX 77042

Request for Qualifications Owner's Representative Services for City Hall Improvements

CITY OF ROLLINGWOOD, TEXAS

June 4, 2026

Submitted to

City of Rollingwood
City Secretary
Alun Thomas | City Administrator
403 Nixon Drive
Rollingwood, Texas 78746
e. athomas@rollingwoodtx.gov

Prepared by

Altus Group
Hossam Ahmed | Director
11700 Katy Freeway, Energy Tower I, Suite 260
Houston, Texas 77079
t. 250.448.7970
e. Hossam.Ahmed@altusgroup.com

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1. Introduction/Cover Letter

June 4, 2026 P383021

City of Rollingwood
403 Nixon Drive
Rollingwood, Texas 78746
Attn: City Secretary & Alun Thomas | City Administrator

Re: **REQUEST FOR QUALIFICATIONS OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS**

Please find enclosed Altus Group Limited's (hereafter, "Altus Group" or "Altus") proposal for the above noted project. We have put together a team of Altus Group specialists that together boast the following:

- Altus' extensive experience on over 500+ infrastructure projects across North America;
- A team with extensive experience in the P3 sector, especially with respect to P3 projects in North America including the Suffolk County Police Department Headquarters, Miami-Dade County P3 Advisory Pool, and Garden Grove Civic Centre;
- Proposed Project Manager with over 15 years of experience in the industry, local knowledge and contacts, and an assortment of experience with infrastructure projects;
- Our commitment to not only meet but exceed expectations of the services provided, bringing enhanced value to this opportunity;
- Experience delivering large-scale capital projects for government clients in Canada and the U.S. in various delivery models, including Alliance, Design-Build, Design-Build-Finance, Design-Build-Finance-Maintain, and Progressive Design-Build;
- Over 20 years of experience and an extensive portfolio of projects working with Infrastructure Ontario, as well as the Ministry of Transportation, and other major Government entities;
- Austin-based key team members with relevant technical, risk, financial, costing, scheduling, maintenance, LTA (Lender Technical Advisor) and P3 experience; and
- 40+ offices in North America, including an office in Houston, Texas.

Thank you for the opportunity to submit our proposal for this mandate; we trust that it meets with your approval. Should you require any further elaboration or clarification please do not hesitate to contact Hossam Ahmed directly (250.448.7970 | Hossam.Ahmed@altusgroup.com).

Yours truly,

ALTUS GROUP LIMITED

Hossam Ahmed

Hossam Ahmed
Director
Development Advisory

11700 Katy Freeway, Energy Tower I, Suite 260, Houston, Texas 77079
e. info@altusgroup.com | altusgroup.com

2. Firm Description

2.1 Firm Profile

Altus Group is a publicly traded company with a board of directors, senior executives, heads of departments, and regional senior leadership. We have a worldwide presence with 1,800 employees and our Houston office is located at **11700 Katy Freeway, Energy Tower I, Suite 260, Houston, Texas 77079.** We have been in business since 2005.

Our Development Advisory Department has approximately 210 client servicing staff working across Canada on over 1,000 projects a year that vary in size, scope, and complexity. With five divisions, Altus Group's diversity in expertise enables us to administer projects from concept to completion and has a depth of specialized in-house cost planning and technical resources in our Toronto headquarters, including Professional Quantity Surveyors (PQS & PQS(F)), Professional Engineers (P.Eng), LEED® AP and Royal Institution of Chartered Surveyors (RICS & FRICS), in addition to high-level executive and junior consultants, analysts and support staff.

Our professionals bring leadership, discipline, and extensive real-world acumen to real estate, institutional and infrastructure development projects. We routinely provide value-added suggestions to generate efficiencies and savings. The scope of our services includes cost management (including estimating), developer & lender services, contract solutions (including scheduling), project & development management (including Risk Management) and property condition assessment & reserve fund studies (including Life Cycle Studies), and infrastructure advisory (AFP/P3).

Infrastructure projects are complex and require significant planning, management, and oversight by experienced professionals. From roadworks to healthcare, education, public health engineering, power, as well as data and communications facilities, we support rigorous cost control measures while maximizing the use of your asset to minimize risks across the board. Our Infrastructure Advisory group includes staff with many decades of experience in both the public and private sectors. This team has experience on over 500 P3 projects, including some of the most ground-breaking and successful P3 projects throughout North America. We have provided services to both public and private organizations and entities with objective advice on all technical, commercial, contractual, financial, and operational aspects of infrastructure projects; and have supported infrastructure projects with a value in excess of $140B.

WE PROVIDE

- ✓ Value Management/Engineering Sessions
- ✓ Independent Estimates
- ✓ Sustainability Design, Strategy, & Analysis
- ✓ Options Analysis
- ✓ Due Diligence reviews
- ✓ Peer Review Change Order Support & Analysis
- ✓ Project Pro formas & Order of Magnitude Estimates
- ✓ Construction Management/General Contractor Selection and Assistance
- ✓ Sustainable Design, Strategy & Analysis
- ✓ Independent Tender Reviews
- ✓ Change Order Management
- ✓ Contractor Bid Reconciliations

Altus Group has had consulting experience on the following selected infrastructure projects. Services on these projects vary from procurement and P3 advisory, lender technical advisor, owner advisor, independent certifier, contract and claims management, risk management, scheduling, cost consulting, negotiations, and asset and facilities management. Please note this list does not include every single infrastructure assignment we have worked on:

- **Bridges**
  - GORDIE HOWE INTERNATIONAL BRIDGE Detroit, MI
  - GEORGE MASSEY TUNNEL REPLACEMENT Vancouver, BC
  - CHAMPLAIN BRIDGE (NEW BRIDGE FOR THE ST. LAWRENCE) Montreal, QC
  - QEW CREDIT RIVER BRIDGE PROJECT Mississauga, ON
  - ILE-AUX-TOURTES BRIDGE RECONSTRUCTION Montreal, QC
  - I-10 CALCASIEU RIVER BRIDGE Louisiana, U.S.
  - PENNDOT MAJOR BRIDGES P3 BUNDLE Pennsylvania, U.S.
  - GOETHALS BRIDGE PROJECT New York City, NY
- **Healthcare**
  - SWIFT CURRENT LONG-TERM CARE CENTRE Swift Current, SK
  - CORNER BROOK ACUTE CARE HOSPITAL St. John's, NL
  - OROMOCTO NURSING HOME BEDS Oromocto, NB

- CENTRAL LONG-TERM CARE CENTRE Grander-Grand Falls, NL
- NORTH BATTLEFORD HOSPITAL PROJECT North Battleford, SK
- STANTON TERRITORIAL HOSPITAL Yellowknife, NT
- OAKVILLE TRAFALGAR MEMORIAL HOSPITAL Oakville, ON
- HUMBER RIVER REGIONAL HOSPITAL Toronto, ON
- CENTRE HOSPITALIER DE L'UNIVERSITÉ DE MONTRÉAL Montreal, QC
- WEST LINCOLN MEMORIAL HOSPITAL Grimsby, ON
- BURNABY HOSPITAL REDEVELOPMENT Burnaby, BC
- WOMEN'S COLLEGE HOSPITAL Toronto, ON
- SOUTH NIAGARA HOSPITAL Niagara Falls, ON
- WEENEEBAYKO AREA HEALTH AUTHORITY (WAHA) REDEVELOPMENT Moosonee & Moose Factory, ON
- MOUNT SINAI HOSPITAL PHASE 3A REDEVELOPMENT PROJECT Toronto, ON
- COWICHAN DISTRICT HOSPITAL REPLACEMENT Duncan, BC
- CENTRE FOR ADDICTION AND MENTAL HEALTH (CAMH) Toronto, ON
- NEW ADULT MENTAL HEALTH AND ADDICTIONS FACILITY St. John's, NL
- CORNER BROOK CARE HOME St. John's, NL

Transportation

- I-70 DENVER Denver, CO
- I-75 MODERNIZATION PROJECT Detroit, MI
- HIGHWAY 427 EXPANSION Ontario, Canada
- HIGHWAY 401 EXPANSION Ontario, Canada
- I-66 (TRANSFORM 66) Fairfax, VA
- CAPITAL BELTWAY HOT LANES/I-495 Virginia, U.S.
- REGINA BYPASS Regina, SK
- GILCREASE EXPRESSWAY WEST Tulsa, OK
- GEORGIA SR400 EXPRESS LANES Georgia, U.S.
- HIGHWAY 407 EAST EXTENSION Toronto, ON
- HIGHWAY 3 WIDENING Essex to Leamington, ON
- NORTHERN VIRGINIA MEGA PROJECTS ENGINEERING SUPPORT SERVICES Fairfax County, VA
- PROJECT NEXT I-495 EXPRESS LANES NORTHERN EXTENSION Virginia, U.S.
- MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT) CHART Maryland, U.S.
- VIRGINIA'S OFFICE OF PUBLIC-PRIVATE PARTNERSHIPS (VAP3) Virginia, U.S.
- MARYLAND I-495/I-270 OP LANES, PHASE 1 SOUTH Maryland, U.S.
- NY THRUWAY SERVICE PLAZAS New York, U.S.
- COMMERCIAL REST STATION AREAS Alberta, Canada

Energy & Power

- ESAP ENERGY MODERNIZATION Ottawa, ON
- OHIO STATE UNIVERSITY DISTRICT ENERGY (PROJECT PINTA) Columbus, OH
- JOHN HART GENERATING STATION Campbell River, BC
- FORT MCMURRAY WEST 500 KV TRANSMISSION LINE Fort McMurray, AB
- SABINE JUNCTION 500KV TRANSMISSION Texas, U.S.
- DARTMOUTH COLLEGE DISTRICT ENERGY Dartmouth, NH
- SMART STREET LIGHTING PROJECT Washington, DC
- PROJECT NEXUS Texas and Nevada, U.S.
- UNIVERSITY OF LOUISVILLE ENERGY SYSTEM Louisville, KY
- HENRY FORD MEDICAL CENTER CENTRAL PLANT Detroit, MI
- THE UNIVERSITY OF FLORIDA – CENTRAL ENERGY PLANT Gainesville, FL

Transit

- EDMONTON VALLEY LINE LRT Edmonton, AB
- OTTAWA LRT Ottawa, ON
- LAX AUTOMATED PEOPLE MOVER Los Angeles, CA
- WATERLOO REGION STAGE 1 LIGHT RAIL Waterloo, ON
- EGLINTON CROSSTOWN LIGHT RAIL TRANSIT Toronto, ON
- OTTAWA TRILLIUM LINE EXTENSION Ottawa, ON
- HAZEL MCCALLION LRT (FORMERLY HURONTARIO LRT) Ontario
- MILLENNIUM LINE BROADWAY EXTENSION Vancouver, BC
- SURREY LANGLEY SKYTRAIN Surrey, BC
- YONGE NORTH SUBWAY EXTENSION Toronto, ON
- SCARBOROUGH SUBWAY EXTENSION Toronto, ON
- ONTARIO LINE SUBWAY RSSOM Toronto, ON
- MBTA AUTOMATED FARE COLLECTIONS 2.0 Massachusetts, U.S.
- 401 RER TUNNEL Ontario, Canada
- LAKESHORE WEST CORRIDOR IMPROVEMENTS Greater Toronto Area, ON

Maintenance Facilities

- POINTE-SAINTE-CHARLES MAINTENANCE FACILITY Montreal, QC
- EAST RAIL MAINTENANCE FACILITY Whitby, ON
- CALGARY BUS STORAGE AND TRANSIT FACILITY Calgary, AB
- POTRERO BUS YARD MODERNIZATION San Francisco, CA

Education

- ALBERTA SCHOOLS ALTERNATIVE PROCUREMENT Alberta, Canada

- SASKATCHEWAN JOINT-USE SCHOOLS PROJECT Saskatchewan, Canada
- HUMBER COLLEGE LEARNING RESOURCE COMMONS Toronto, ON
- PRINCE GEORGES COUNTY PUBLIC SCHOOL Prince George's County, MD

- **Laboratories**
  - FORENSIC SERVICES & CORONER'S COMPLEX Toronto, ON
  - MARS CENTRE PH. 2 LABORATORY Toronto, ON
- **Justice Facilities**
  - MONCTON COURTHOUSE Moncton, NB
  - NEW TORONTO COURTHOUSE Toronto, ON
  - CONSOLIDATED JUSTICE FACILITY Indianapolis, Indiana
  - ABBOTSFORD COURTHOUSE Abbotsford, BC
  - QUINTE CONSOLIDATED COURTHOUSE Belleville, ON
  - WATERLOO REGION CONSOLIDATED COURTHOUSE Kitchener, ON
  - BRAMPTON COURTHOUSE PHASE II AND TORONTO REGIONAL BAIL CENTRE Brampton and Toronto, ON
  - NEW ADULT CORRECTIONS FACILITY St. John's, NL
  - SUFFOLK COUNTY POLICE DEPARTMENT HEADQUARTERS Suffolk County, NY
- **Water & Wastewater Treatment**
  - CITY OF SAINT JOHN SAFE CLEAN DRINKING WATER Saint John, NB
  - MCLOUGHLIN POINT WASTEWATER TREATMENT FACILITY Victoria, BC
  - FARGO-MOORHEAD FLOOD DIVERSION CHANNEL Fargo-Moorhead, ND
  - PORTAGE LA PRAIRIE WATER CONTROL POLLUTION FACILITY Portage la Prairie, MB
  - NORTH END SEWAGE TREATMENT PLANT UPGRADE Winnipeg, MB
  - SANTA CLARA VALLEY WATER DISTRICT Santa Clara County, CA
  - PORT MIAMI NORTH BULKHEAD BERTHS 1 - 6 REALIGNMENT PROJECT Miami, FL
- **Entertainment & Recreation Centres**
  - MONCTON DOWNTOWN CENTRE Moncton, NB
  - GARDEN GROVE CIVIC CENTRE Garden Grove, CA
  - REGINA STADIUM Regina, SK
  - PAN AM SOCCER, VELODROME AND ATHLETICS STADIUM Ontario, Canada
  - PAN AM AQUATICS CENTRE, FIELD HOUSE & CSIO Scarborough, ON
  - CALGARY STAMPEDE BMO CENTRE Calgary, AB
- **Office Buildings**
  - MACDONALD BLOCK COMPLEX RETROFIT Toronto, ON
- **Mixed-Use Projects**
  - BRUCE POWER TRAINING CENTRE Kincardine, ON
  - STATE STREET REDEVELOPMENT PROJECT West Lafayette, IN
  - TEXAS A&M UNIVERSITY HEALTH PLAZA Houston, TX
  - GATINEAU 2 BUILDING Gatineau, QC
  - PURDUE UNIVERSITY STUDENT HOUSING West Lafayette, Indiana
  - TEACHING & RESEARCH CONTINUING CARE CENTRE (TRCCC) Edmonton, AB
  - GEORGE STREET REVITALIZATION Toronto, ON
  - SRO RENEWAL INITIATIVE PROJECT VANCOUVER, BC
- **Airports**
  - IQALUIT INTERNATIONAL AIRPORT Iqaluit, NU
  - INNOTECH EXECAIRE AVIATION Various Locations, Canada
  - CONTRACTED FLYING TRAINING AND SUPPORT Southport, MB
  - THOMPSON REGIONAL AIRPORT TERMINAL REPLACEMENT Thompson, MB

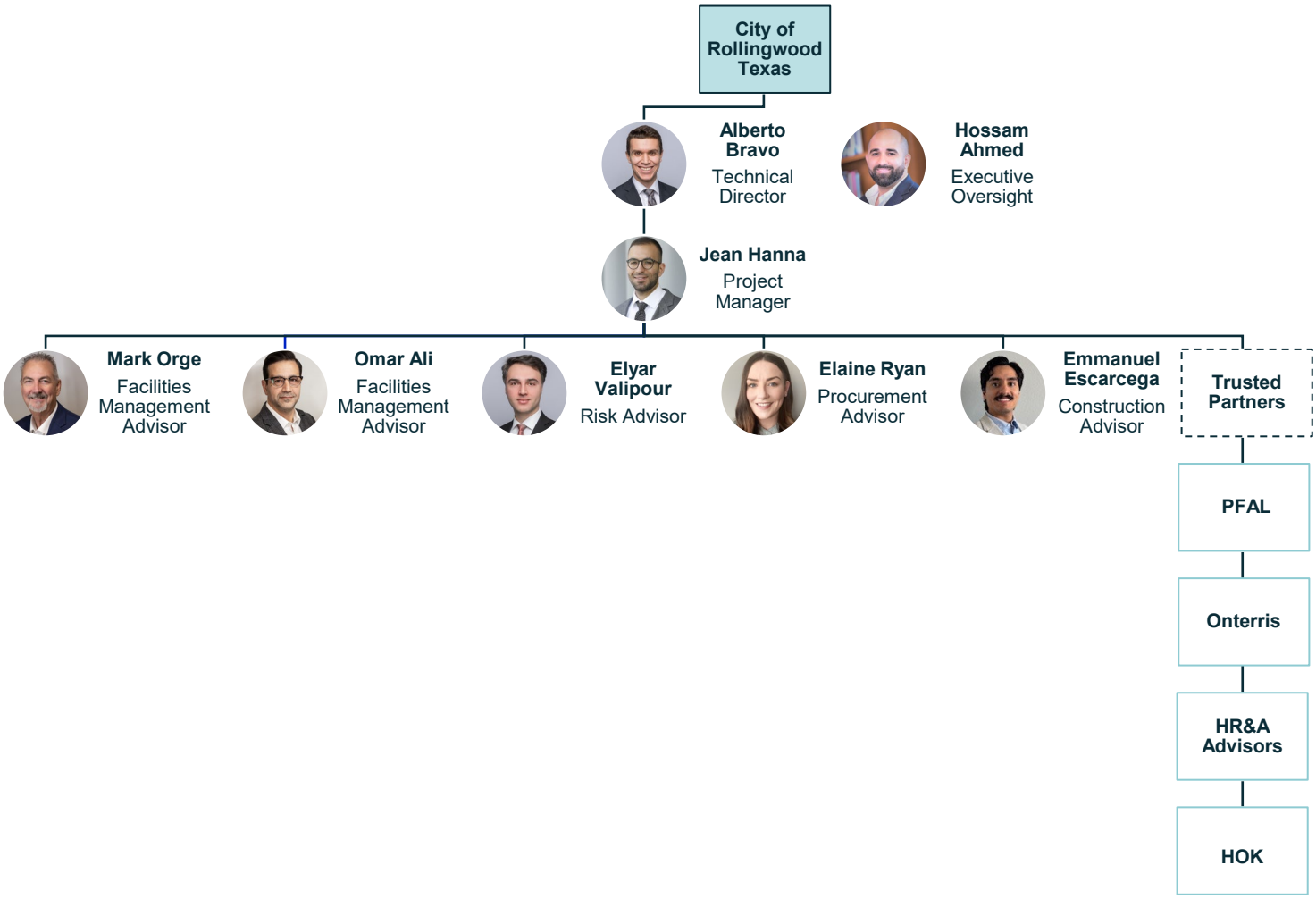
2.2 Organizational Chart

Altus outlines below our industry-leading team that will lead this mandate. In addition to the below noted team members, Altus will also be supported by an extensive team of consultants to ensure that we are equipped and able to handle all assignments that are part of this mandate.

Our team will be overseen by **Jean Hanna,** who will be the key point of contact and project manager. He has over 15 years of experience in the infrastructure industry, with a focus on project management. **Alberto Bravo** will oversee the team as Technical Director, along with support from **Hossam Ahmed** as Executive Oversight. **Altus also has trusted partners and direct relationships with specialized advisory firms when and if needed will be handled by Altus.**

Jean Hanna, alongside most of the team, will be working out of the Toronto headquarters office. **Hossam Ahmed**, **Alberto Bravo** and **Emmanuel Escarcega** will be working out of local offices in Texas and Georgia.

Resumes can be found attached to Appendix A.



3. Project Team and Qualifications

3.1 Key Personnel Profiles

JEAN HANNA, P.ENG., MREI, B.A.SC. | Project Manager. 15+ Years of Industry Experience. 1+ Years at Altus Group.



With over 15 years of experience across infrastructure planning, procurement, and delivery, Jean Hanna brings deep expertise in financial analysis, commercial structuring, and investment evaluation to support complex, multi-stakeholder projects. He has led the development of detailed financial and cost models, value-for-money assessments, and scenario analyses to inform procurement strategies, delivery model selection, and funding decisions. Jean's track record demonstrates strong capability in translating financial insights into practical recommendations, integrating risk analysis, sensitivity testing, and governance considerations to optimize outcomes for clients.

His portfolio includes managing financial and contractual evaluations for Miami-Dade County's Sustainable Solid Waste Campus P3 initiative, providing Lender Technical Advisor services for wastewater and dairy processing facilities financed by the Canada Infrastructure Bank, and leading procurement development for the Inland Empire Utilities Agency in California. He has contributed to major transit projects such as the Eglinton Crosstown LRT and Union Station Enhancement Project, while also supporting net-zero pathway development and decarbonization strategies for Rio Tinto and BHP. Additionally, he has performed economic evaluations for carbon capture projects and developed business cases for municipal waste diversion initiatives, demonstrating expertise in business case development, procurement, risk analysis, financial modelling, and sustainability planning.

As the proposed Project Manager for this opportunity, he will be the main point of contact for the City of Rollingwood and will plan, execute, and complete projects on time and within budget.

Academic Qualifications: Master of Real Estate and Infrastructure; and Bachelor of Applied Science and Engineering, Civil Engineering.

Professional Certifications: Professional Engineer of Ontario (P.Eng.) from The Professional Engineers of Ontario (PEO); and Financial Modelling for Renewable Energy Projects, Mazars.

HOSSAM AHMED, MBA, PMP | Executive Oversight. 17+ Years of Industry Experience. 3+ Years at Altus Group.



With over 17 years of relevant experience, Hossam Ahmed has advanced knowledge of construction management, as well as constructing methods for large projects, contract management, and procurement. Hossam conducts his operations from Houston, Texas and is a well-rounded leader with diverse tactical management experience in multiple functions across different sectors in the construction industry. Hossam has extensive experience in budgeting, procurement, project controls, business development, and contracts management.

His recent work includes serving as Client Relationship Lead for Miami-Dade County's Sustainable Solid Waste Campus P3 evaluation, Project Manager for the Garden Grove Civic Center P3 procurement strategy, and Project Manager for the Henry Ford Medical Center Central Plant development in Detroit. He has acted as Bid Lead on the University of Maryland NextGen Power Plant Renewal project and the Beacon Wind 1 offshore wind development, while also leading feasibility and advisory assignments for the Suffolk County Police Headquarters and Florida International University Student Housing projects. His expertise encompasses construction management, procurement strategy, technical due diligence, project controls, contracts management, financing structures, and public-private partnerships.

As Executive Oversight, Hossam will monitor Altus Group's organization's performance, risk management, and strategic direction.

Academic Qualifications: Master of Business Administration, Rice University; and Bachelor of Science in Structural Engineering, Ain Shams University.

ALBERTO BRAVO, B.A.SC., P.E. P.ENG., PMP, INTPE. | Technical Director. 15+ Years of Industry Experience. 6+ Years at Altus Group.



Alberto is a Director of Infrastructure with over 15 years of civil engineering experience with a focus on transit, transportation, and project management. Alberto leads the Owner's Advisory team across the United States and Canada consisting of professional engineers, urban planners, project coordinators, and site inspectors. Alberto has worked on over 150 infrastructure and development projects across North America, in all phases of development (from pre-development to operations and maintenance). He has led technical teams on infrastructure projects with contract values ranging from $500M to $10B. Alberto is a trusted advisor for Public Agencies, Engineering Consultants, and Construction Partners. Alberto specializes in contract writing, risk management, value for money, dispute resolution, contract administration, stakeholder engagement, design of transit stations, change management, civil and utility design, partnering with consultants and contractors, implementation of quality assurance and quality control practices, detailed and preliminary design of roadways, environmental assessments, and development of tailored project management best practices.

His experience includes serving as Project Director for the Miami-Dade County Sustainable Solid Waste Campus P3 evaluation, Project Manager and Reference Concept Design Lead for the Yonge North Subway Extension, Project Manager for the Highway 401 West Widening project, and Integration Manager for the $9 billion Ontario Line RSSOM project. He previously held senior leadership roles on the $2.1 billion Confederation Line Extension pursuit in Ottawa, where he managed multidisciplinary engineering teams, risk management initiatives, and design services procurement.

As Technical Director, Alberto will support Jean to oversee technical infrastructure, manage specialized teams, and ensure complex projects are delivered safely, on time, and within budget.

Academic Qualifications: Bachelor of Science in Civil Engineering, University of Toronto, Toronto, Ontario.

Professional Certifications: Professional Engineer – Civil (P.E.) from the State of Nevada Board of Professional Engineers and Land Surveyors (NVBELS); Professional Engineer (P.Eng.) from The Professional Engineers of Ontario (PEO); and Project Management Professional (PMP) from The Project Management Institute (PMI).

MARK ORGE, PMP, CFM, MBA | Facilities Management Advisor. 30+ Years of Industry Experience. 4+ Years at Altus Group.



Mark Orge brings over 30 years of experience in asset and facilities management, with a strong background in P3 advisory services for large-scale infrastructure and energy projects. His expertise includes lifecycle costing, operations and maintenance cost analysis, output specification development, technical advisory and audits, and asset management strategy. He has provided building condition assessments, reserve fund studies, operations & maintenance (O&M) planning, and lifecycle modelling, helping clients make data-driven asset management decisions.

His project experience includes asset management and feasibility advisory services for the Suffolk County Police Department Headquarters and Garden Grove Civic Centre developments, operations and lifecycle modelling for Purdue University Student Housing and Project Nexus transmission assets and building condition assessment leadership for Ontario's ONroute Service Centres. He has also led operations and maintenance forecasting for the Yonge North and Scarborough Subway Extensions and conducted annual lender technical reviews for the Fort McMurray West 500 kV Transmission Line project.

As Facilities Management Advisor, Mark will provide strategic and operational guidance to optimize an organization's physical workspaces.

Academic Qualifications: Master's degree in business administration (MBA) Haskayne School of Business; University of Calgary, Calgary, Alberta.

Professional Certifications: Project Management Professional (PMP) from the Project Management Institute (PMI); and Certified in Facility Management (CFM) International Facility Management Association (IFMA).

OMAR ALI, P.ENG., LEED AP BD&C | Facilities Management Advisor. 25+ Years of Industry Experience. 5+ Years at Altus Group.



Omar Ali is an industry professional with over 25 years of experience in Capital Planning and Asset Management, Energy Conservation Measures, and engineering and project management including major infrastructure initiatives such as international airports and large commercial centres. Omar has delivered numerous Building Condition Assessments (BCA), Reserve Fund Studies (RFS), Operations and Maintenance monitoring, Joint Technical Reviews (JTR) lifecycle auditing and modelling, and across virtually every industry sector.

His project portfolio includes lifecycle modelling and maintenance analysis for Purdue University Student Housing, lender technical advisory services for Oakville Trafalgar Memorial Hospital, and joint technical reviews for Saskatchewan Schools Phase 1 and 2. He has also supported condition assessments and facilities management reviews for the Iqaluit International Airport, Woodstock General Hospital, North Bay Regional Health Centre, and Waterloo Regional Courthouse. Across these assignments, Omar has delivered building condition assessments, lifecycle audits, maintenance planning reviews, and compliance evaluations, providing technical expertise for complex public infrastructure and P3 facilities.

As Facilities Management Advisor, Omar will provide strategic and operational guidance to optimize an organization's physical workspaces.

Academic Qualifications: Bachelor of Science in Electrical Engineering.

Professional Certifications: Professional Engineer of Ontario (P.Eng.) from The Professional Engineers of Ontario (PEO); and LEED Accredited Professional (LEED APBD+C): GBCI.

ELYAR VALIPOUR, M.ENG., B.CIVIL ENG., B.SC., PMI-RMP | Risk Advisor. 15+ Years of Industry Experience. 11+ Years at Altus Group.



Elyar Valipour has over 15 years of experience in cost estimating, engineering, project management, risk management, and engineering consulting. He is currently holding various Lenders Technical Advisory responsibilities in several high profile P3 projects. Elyar's role involves assisting the preparation of LTA Reports, payment mechanism, geotechnical and environmental reports, and monitoring the progress of the projects during the construction.

His experience includes serving as Commercial Advisor for Miami-Dade County's Sustainable Solid Waste Campus initiative, Lenders' Technical Advisor for the Fargo-Moorhead Flood Diversion Channel and the New Toronto Courthouse, and Project Manager for Prince George's County Public Schools in Maryland. He is also supporting infrastructure financing and development initiatives such as the Cowichan Tribes enabling infrastructure project in British Columbia and Alberta School Bundle #5. His expertise includes construction cost evaluation, schedule analysis, payment mechanisms, lifecycle risk assessment, project monitoring, and commercial advisory services for major infrastructure procurements.

As Risk Advisor, Elyar will assist in identifying, assessing, and managing potential threats to financial, operational, and strategic success.

Academic Qualifications: Master of Engineering (M.Eng.) University of Toronto, Toronto, ON; Bachelor of Civil Engineering (B. Civil Eng), The University of British Colombia, Vancouver, BC; and Bachelor of Sciences (B.Sc.), The University of British Colombia, Vancouver, BC.

Professional Certifications: Professional Engineer of Ontario (P.Eng.) from The Professional Engineers of Ontario (PEO); and Risk Management Professional (RMP) from Project Management Institute (PMI).

ELAINE RYAN, BA (HONS) | Procurement Advisor. 10+ Years of Industry Experience. 11+ Years at Altus Group.



Elaine Ryan is an experienced professional with 10 years of experience in development advisory. Elaine obtained a Certificate in Project Management in 2023 and has a variation of experience within the public and private infrastructure sectors and specializes in Project Management in Alternative Delivery and Procurement projects. Elaine specializes in project management, project planning (defining scope, deliverables, milestones, and resource planning), contract writing and development of procurement documentation, alternative financing procurements, risk management, project coordination, stakeholder engagement and management, commercial advisory, contract administration, project monitoring, implementation of quality assurance and quality control practices.

Her experience includes project management roles on the Port Lands Flood Protection and Enabling Infrastructure Project, the Yonge North Subway Extension Advance Tunnel package, and the Stations, Rail and Systems package. She also supported the Scarborough Subway Extension as Reference Concept Design and Project Specification Coordinator and contributed to the Highway 401 Expansion Project as Project Coordinator during both procurement and implementation phases.

As Procurement Advisor, Elaine will manage the purchasing, contracting, and vendor selection for the project.

Academic Qualifications: Bachelor of Arts in Voice & Dance, University of Limerick, Ireland.

Professional Certifications: Certificate in Project Management, University of Toronto, School of Continuing Studies, Toronto, ON.

EMMANUEL ESCARCEGA, EIT | Construction Advisor. 6+ Years of Industry Experience. 1+ Years at Altus Group.



Emmanuel Escarcega is a Project Engineer with experience supporting advisory and construction oversight activities across multiple public infrastructure projects. At Altus Group, he assists with project cost and schedule reviews, supports construction monitoring though site visits, and contributes to the preparation of clear reporting for project stakeholders.

Previously, as a Transportation Engineer with Stantec, he contributed to major roadway and interstate corridor projects including US80, IH35, FM1385, and SL340, focusing on traffic infrastructure design and implementation. His land development experience includes engineering support for the Samsung Semiconductor headquarters, Bastrop ISD facilities, renewable energy storage developments, and waste management projects. Earlier internship roles provided experience in water infrastructure, ADA improvements, project controls, cost estimating, construction coordination, and municipal transportation projects, giving him a well-rounded background in infrastructure development and project delivery.

As Construction Advisor, Emmanuel will support strategic advocate and expert guide. He will oversee feasibility, mitigate risk, and optimize budgets and schedules.

Academic Qualifications: Bachelor of Science, Civil Engineering, The University of Texas at San Antonio, Texas.

Professional Certifications: (EIT) Texas Board of Professional Engineers - Civil Engineer in Training (No. 79510); and Procore Certified: Project Manager (Project Management), Procore Technologies.

3.2 Firm's Staffing Plan

It is recognized in the industry that there is significant demand for resources. Altus is well experienced in resourcing for assignments. On projects, our team produces an annual task/work plan in collaboration with our partner organizations and with the client team, for client approval prior to commencing work. Each task plan is reviewed monthly and describes the project, tasks, deliverables, schedule, and proposed staff. Altus leadership will predict the services and resourcing plan and will validate with the client to ensure resource availability. To allow for flexibility in resources, changes to the task plans can be amended with a task order. Altus will conduct monthly resource forecasting with a 12-month outlook.

Altus has staff located in Austin and Houston, who will directly support the City of Rollingwood on this endeavor. Altus will supplement specific tasks with staff on an as-needed basis to optimize delivery.

Altus can leverage our combined experience on similar programs and our availability of diverse personnel with industry-leading expertise and collaborative experience. We can quickly resource any unforeseen surges requiring additional skilled resources. Altus is also well versed with the challenges of managing unplanned surges. The Yonge North Subway Extension (YNSE) project, where Altus is providing technical advisory services, was divided into an Advance Tunnel (AT) contract and a Station, Rail and Systems (SRS) contract. Due to unavoidable delays in the project schedule, our team had to quickly establish an effective solution to ensure that the overlapping project schedules would not affect our ability to meet the demands of both contracts and continue to exceed client expectations. By leveraging our resource pool, utilizing digital tools, and prioritizing efficient onboarding of resources, we were successful in mobilizing a team of skilled diverse personnel for the kick-off of the YNSE SRS scope, while also continuing to thoroughly support and deliver innovative solutions for our client on the AT contract.

Altus will use advanced project management and reporting tools, such as Primavera P6, Microsoft Project, and Power BI, to generate dynamic, data-driven dashboards that provide real-time insights into project progress.

3.3 Knowledge of Relevant Regulations

Altus team is well-versed in the regulatory environment governing construction and development within the City of Rollingwood and the broader Travis County region. Knowledge and ground-level awareness that comes from navigating these requirements on similar projects. For the City Hall Improvements project, that familiarity translates into early identification of the constraints most likely to drive cost, influence design decisions, or introduce schedule risk. The four areas of greatest regulatory significance for this project are summarized below.

3.3.1 Building Codes, Permitting & Accessibility (ADA)

Rollingwood enforces the 2015 International Building Code (IBC) with local amendments, and all permits are processed through the City's Planning and Development Department via the MyGovernmentOnline platform. A Certificate of Occupancy is required before any portion of the facility can be occupied; a milestone that directly governs the project closeout schedule and will factor into interim space planning for City staff during construction.

Of particular importance for this project is full compliance with the Texas Accessibility Standards (TAS), administered by the Texas Department of Licensing and Regulation (TDLR) under the Texas Architectural Barriers Act (TABA). Because the current City Hall has lost its polling station designation due to ADA non-compliance, achieving full TAS/ADA conformance is not just a code requirement; it is a stated community need and a core project objective. All projects constructed or renovated using municipal funds are subject to TAS regardless of cost, and a Registered Accessibility Specialist (RAS) review will be required as part of the permitting process. Our team will ensure this is scoped into the architect's contract from day one.

3.3.2 Tree Canopy Ordinance (Tree Preservation)

Based on our understanding of the site, the mature trees behind the existing City Hall building represent one of the most consequential regulatory constraints on this project. Rollingwood's Tree Canopy Management Ordinance (effective 2019) protects a specific list of species; all Oaks, Bald Cypress, Pecans, Cedar Elms, and several others, when their trunk diameter at breast height (DBH) reaches 12 inches or greater. Given the visible calliper of the Live Oaks on site, virtually all of them will qualify as protected.

This creates real decision points that the design team will need to navigate early:

- **Removal within the buildable area:** requires a 1:1 replacement ratio per protected tree removed.
- **Removal within setbacks (green space):** triggers a 3:1 replacement ratio; a significant cost and space implication on a constrained urban site.
- **Oak trimming moratorium:** Oak wilt prevention rules prohibit trimming of oak trees from February 1 through June 30, with a $500 fine for violations. Any site work involving canopy work near oaks must be scheduled outside this window.
- **Tree Protection Plan:** must be submitted alongside the building permit application, including root zone protection specifications during construction.

Our recommendation will be to engage an arborist during early pre-design to survey, tag, and DBH-document every tree on the site. This data should drive the site planning conversation; whether the project pursues renovation, a 2-story concept, or new construction, the tree layout will be a non-negotiable input to the site footprint.

3.3.3 Stormwater, Drainage & Aquifer Protection

Travis County regulations around stormwater, drainage and aquifer protection can significantly affect both project cost and design. Rollingwood sits within the Barton Springs segment of the Edwards Aquifer contributing watershed; one of the most environmentally sensitive and closely regulated development zones in Texas.

Key considerations for this project may include:

- **Drainage Analysis:** Any construction that increases impervious cover requires a drainage plan and hydraulic analysis prepared and sealed by a Professional Engineer licensed in Texas, per Rollingwood's Drainage Criteria Manual.
- **No net increase in runoff:** Post-development stormwater runoff cannot exceed pre-development conditions.
- **Impervious cover limits:** For commercial development over the Edwards Aquifer contributing zone, Travis County caps impervious cover at 45% of site area unless alternate standards apply.
- **Construction-phase erosion control:** Silt fencing and erosion control measures must be installed prior to ground disturbance. State TCEQ standards apply, and a Storm Water Pollution Prevention Plan (SW3P) will be required for disturbed areas.

We will recommend that a civil engineer with Travis County drainage and water quality experience be brought onto the design team early.

3.3.4 Construction Operations & Site Management

Rollingwood's construction restrictions will directly govern the contractor's operations and must be built into the project schedule and contract documents:

- **Authorized working hours:** Heavy construction is limited to weekdays, 7:00 a.m. to 7:00 p.m. No weekend or City holiday work is permitted. In a 12-month build, this can represent a meaningful schedule constraint and should be reflected in the contractor's baseline CPM schedule.
- **Site management:** Compliance will be monitored through our site visit reports.
- **Procurement compliance:** As a municipal project, all contractor and architect procurement must comply with Texas Government Code Chapter 2254 (professional services) and applicable competitive bidding statutes.

3.4 Proposed Sub-Contractors

For this opportunity, Altus Group is able to pull from a pool of trusted partners on an as-and-when needed basis. The proposed sub-contractors for this project include:

- **Project Finance Advisory Limited ("PFAL"):** An award-winning advisor that specializes in providing governments with strategic and tactical advice on how best to optimize, finance, and deliver large-scale infrastructure projects. PFAL's primary services are to identify optimal delivery structures and source innovative financing and funding to support infrastructure project delivery. We specialize in public private partnerships and innovative financing strategies.
- **Onterris:** A global environmental solutions company partnering with organizations to solve complex challenges where environmental pressures, regulatory expectations and operational risks intersect. They provide testing, analysis, remediation, and GIS consulting services to help organizations mitigate risk and achieve environmental compliance.
- **HR&A Advisors:** A real estate, economic development, and energy efficiency consulting firm. They specialize in advising public, private, and non-profit clients on turning complex urban visions into actionable plans, focusing on neighborhood revitalization, mixed-use development, and community equity.
- **HOK:** A global design, architecture, engineering, and planning firm. They provide integrated solutions to optimize real estate portfolios, design sustainable buildings, and create engaging physical spaces.

Altus has worked with PFAL, Onterris, HR&A Advisors, and HOK on similar assignments – including Suffolk County Police Headquarters and Garden Grove Civic Center.

4. Scope of Services

Altus Group's approach to Owner's Representative services begins with a foundational conviction: sound decisions in the planning, design, and construction of public facilities require thorough preparation long before a shovel breaks ground. For the City of Rollingwood, this means our engagement starts not with construction oversight, but with an honest, objective evaluation of the City's actual needs, and what it can realistically afford. Obtaining clear goals and objectives from the City's leadership, elected officials, and key stakeholders is our essential first step before any analysis, recommendation, or procurement action is undertaken.

Altus Group will serve as the City's trusted advisor and agent throughout this engagement by protecting the interests of Rollingwood taxpayers, ensuring fiscal discipline, and providing the experienced professional guidance that City staff has identified as critical to the success of this project. Our role is to be the steady hand that fills that experience gap; guiding Council, staff, and the ESD partnership through every phase of the process with clarity, transparency, and accountability.

4.1 Two-Phase Project Approach

Altus Group recommends structuring this engagement in two broad phases. This phased approach ensures that procurement and investment decisions rest on a solid analytical foundation, minimizing the risk of significant scope changes later in the process and providing the city with defensible, community-supported justification for whichever path forward is selected.

PHASE 1 — Feasibility & Options Development	PHASE 2 — Design & Construction Oversight
Project launch & stakeholder interviews	Architect selection & evaluation support
Needs assessment validation & space programming	General Contractor / CM at Risk RFP & procurement
Facility condition assessment of existing building	Milestone schedule creation & management
Dual feasibility study development (see below)	Design document review (constructability, cost, schedule)
Site analysis & test-fit scenarios	Value engineering & cost estimate validation
Delivery method evaluation (DBB / CM at Risk)	Construction phase monitoring & site observation
Budget validation & preliminary cost modelling	Change order review & negotiation support
Architect RFQ development & procurement support	Monthly progress reporting to City Council
Draft & Final Feasibility Report	Closeout, punch-list, warranty & O&M coordination

Phase 1 — Dual Feasibility Study Concept

A central feature of Altus Group's Phase 1 approach for the City of Rollingwood is our recommendation to develop two parallel, independent feasibility studies, each rigorously evaluated on its own merits, before the city commits to any single path:

Option A — Renovation & Code Compliance of the Existing Facility.

- This study will evaluate the full scope and cost of bringing the current City Hall building into modern compliance, including ADA accessibility, structural integrity, life-safety systems, mechanical and electrical upgrades, and assess what expansion or reconfiguration is feasible within the existing footprint and site constraints. Given the building's known conditions (active roof leak, mold history, outdated HVAC, non-sufficient restroom count, and parking deficiencies), this option will be analyzed candidly, with a clear-eyed assessment of whether renovation offers true long-term value or merely defers future capital investment.

Option B — New Construction on the Existing Site.

- This study will evaluate the feasibility of demolishing some or all of the existing structure and constructing a purpose-built facility to serve the City's combined City Hall, Police, and fire sub-station needs. Concept scenarios developed during the pre-bid walkthrough including: a two-story structure with covered parking on the lower level and administrative/council chambers above, and a facility expansion going all the way to the site boundaries to accommodate all needs, will be explored through test-fit analysis and preliminary cost modelling.
- Both feasibility studies will be evaluated against the City's budget, with transparent analysis of budget adequacy. If either or both options require budget adjustments, Altus Group will provide that guidance to Council well in advance of procurement; not after commitments are made. The dual-study structure ensures that Council and the community can make their decision with full information, and that whichever path is selected can withstand public scrutiny.

4.1.1 Phase 1 — Feasibility & Options Development: Key Activities

Phase 1 provides the analytical platform from which Phase 2 can proceed most efficiently and successfully. The scope of work in this phase is broad and iterative, encompassing the following core activities:

- **Project Launch & Stakeholder Alignment.** Altus Group will conduct a formal project kick-off meeting with City leadership and key council members to confirm project objectives, establish communication protocols, set up a project management and document sharing platform, and align on the definition of success for this engagement.
- **Needs Assessment Validation & Space Programming.** We will build upon the City's preliminary internal needs assessment, conducting structured interviews with all relevant department heads: City administration, finance, utility, public works, police, and ESD fire personnel. This with the goal to validate space requirements, develop an accurate headcount and operational programming model, and identify any needs not yet captured in the City's current thinking.
- **Facility Condition Assessment.** Altus Group will lead a facility condition assessment of the existing 1975 City Hall structure. Consistent with industry-standard practice, this assessment will review as-built documentation, conduct facility tours, and evaluate the building's condition across structural, mechanical, electrical, plumbing, life-safety, and ADA compliance dimensions. This forms the factual basis for Option A of the dual feasibility study.
- **Dual Feasibility Study Development.** As described above, Altus Group will develop independent feasibility analyses for renovation/code compliance and new construction, including preliminary construction cost modeling, site constraints analysis, and an evaluation of affordability against the City's bond budget.
- **Delivery Method Recommendation.** Altus Group will provide the City with a recommendation on the most appropriate project delivery method; whether Design-Bid-Build, Construction Manager at Risk, or another approach, based on project complexity, budget constraints, and the City's risk tolerance. This recommendation will be supported by objective analysis, not a default to any single method.
- **Architect RFQ Development & Procurement Support.** Upon the City's selection of a path forward, Altus Group will develop the Request for Qualifications documents for the procurement of the project architect, assist in evaluation and selection, and manage the procurement process in compliance with applicable Texas governmental purchasing requirements.

4.1.2 Phase 2 — Design & Construction Oversight: Overview

Phase 2 begins following selection of the project architect and continues through construction closeout. During this phase, Altus Group transitions from advisor and planner to active Owner's Representative, managing the design and construction process on the City's behalf. Key responsibilities include:

- Develop and manage a comprehensive milestone schedule for design and construction
- Review design documents at each phase for constructability, cost-effectiveness, and conformance with the approved program
- Manage all coordination and correspondence between the City’s Architect, and General Contractor/CM at Risk
- Provide detailed cost estimates at key design milestones and notify the city of any budget concerns as they emerge
- Lead value engineering efforts as needed to maintain alignment with the approved budget
- Conduct regular site visits, document construction progress, and review contractor payment applications
- Manage RFI and submittal processes; review and recommend action on change orders

- Coordinate project closeout, punch-list completion, warranty submissions, and staff training on new building systems
- Provide regular written reports to City Council throughout the construction phase

Our Commitment to Rollingwood

Altus Group understands that for a community like Rollingwood, this project represents a significant capital investment and an important level of trust placed in outside advisors. Our team brings deep experience in Owner's Advisory services on public facilities, and we bring to every engagement the same foundational principle that City Administrator articulated in the pre-bid meeting: there should be nothing shady, no contracts that don't serve the owner's interests, and no surprises that a good advisor should have caught earlier.

Altus Group will be Rollingwood's partner in this process; objective, experienced, and fully aligned with the interests of the City's residents and taxpayers.

5. References

Altus Group describes below in detail three projects we have completed that are relevant to this opportunity.

SUFFOLK COUNTY POLICE DEPARTMENT HEADQUARTERS Suffolk County, New York



The Project

This project includes technical advisory services for the Suffolk County Police Department in New York to provide feasibility studies for the purpose of evaluating the existing Suffolk County Police Department Headquarters and establish the feasibility of maintaining the existing location as the Headquarters Building. As part of a larger consulting team, Altus Group shall analyze and report on the existing operations, existing conditions, and spatial needs. Stage two of the Project includes evaluating the feasibility of a new Head Quarters building. The Suffolk County Office of Central Procurement has selected Altus Group as part of a larger highly qualified team of consulting firms that have specific and demonstrable experience in the Public Private Partnership (P3) arena, particularly the hybrid DBFOM procurement process for municipal government buildings (including public safety facilities) within a Civic Center campus and related private development.

Our Role

Altus Group is a member of the PFAL Team providing complete feasibility analysis for the County to evaluate different procurement options. Altus brings to the team experience in the preparation of RFQs and RFPs for Social infrastructure, particularly in DBFOM and P3 procurements for similar Civic Center projects incorporating a combination of elements that include public safety facilities, community parks and expanded open space, and/or affordable housing.

Team Members Involved

Hossam Ahmed, *Project Manager* – Responsible for delivering Altus scope of the feasibility analysis.

Our Services	P3 Procurement Advisor
Current Status	Completed
Contract Dates	2023 – 2025
Client Details	**Paul J. Clinton,** R.A., LEED A.P. | Assistant County Architect at Suffolk County Department of Public Works **t.** 631.852.4692 **e.** PaulJ.ClintonR.A@suffolkcountyny.gov

MIAMI-DADE COUNTY P3 ADVISORY POOL Miami, Florida



The Project

For this assignment, Altus Group provided Public-Private partnership (P3) and financial advisory services to Miami-Dade County's Solid Waste Department in support of its Sustainable Solid Waste Campus initiative. Miami-Dade County received competing proposals from two private developers and required independent commercial and financial evaluation to support its decision-making process.

Our Role

Altus was engaged to review and analyze the financial and contractual components of both developer submissions. Our work included detailed evaluation of capital and operating cost structures, financing approaches, projected payment streams,

risk allocation frameworks, and long-term fiscal implications for the County. We prepared side-by-side financial summaries, assessed value for money, identified material commercial risks, and evaluated the credibility of financial assumptions and funding structures, including potential debt instruments and escalation treatments. Altus also reviewed key contractual provisions to identify risk exposure, performance obligations, and long-term operational considerations. We presented our findings to senior County leadership and supported briefings to the Mayor and Board of County Commissioners, providing clear, evidence-based analysis to inform selection decisions.

Team Members Involved

Jean Hanna, *Project Manager* – Led detailed financial model review, cost analysis, and value assessment.

Alberto Bravo, *Project Director* – Led overall financial and commercial evaluation and senior stakeholder engagement.

Hossam Ahmed, *Client Relationship Lead* – Provided senior oversight and served as primary client relationship lead.

Elyar Valipour, *Commercial Advisor* – Led contract and risk allocation review and comparative analysis.

Our Services	P3 Advisor
Current Status	Ongoing
Contract Dates	2025 – Ongoing
Client Details	**Daniel Diaz** | Assistant Director of Administration at Miami-Dade County Solid Waste Department **t.** 305.514.6333 **e.** Danny.diaz@miamidade.gov

GARDEN GROVE CIVIC CENTRE Garden Grove, California



The Project

This project includes advisory services for the City of Garden Grove in California from highly qualified consulting firms that have specific and demonstrable experience in the Public Private Partnership (P3) arena, particularly the hybrid DBFOM procurement process for municipal government buildings (including public safety facilities) within a Civic Center campus and related private development. Their intent is to formulate a procurement strategy and be responsible for Project Management support activities including development of a Project Schedule and Implementation, preparation, and issuance of a detailed Request for Qualifications (RFQ) for a P3 Project, and preparation and issuance of a Request for Proposals (RFP) for a P3 Project.

Our Role

Altus Group is a member of the PFAL Team providing procurement and financial Advisor services in support of this major P3 project. Altus brings to the team experience in the preparation of RFQs and RFPs for DBFOM and P3 procurements for similar civic center campus projects incorporating a combination of elements that include public safety facilities, community parks and expanded open space, and/or affordable housing. Other elements of the scope of work include delivery method identification, market sounding and stakeholder engagement, affordability analysis, value-for-money analysis, risk analysis/workshops, procurement

	approach, procurement and project documentation, funding, and schedule management, bid evaluation and transaction execution (financial close). **Team Members Involved** ***Hossam Ahmed,*** *Project Manager* – Responsible for developing the Technical Requirements and Performance Specifications for inclusion in the P3 RFPs.
Our Services	P3 Advisor
Current Status	Completed
Contract Dates	2023 – 2025
Client Details	**Craig Beck** | Director, Community & Economic Development at City of Garden Grove **e.** craigb@ggcity.org

6. Quality Control

The Altus Group team will be led by **Jean Hanna** as Project Manager and **Alberto Bravo** as Technical Director and is committed to providing all necessary materials to support meetings, including agendas, presentation materials, handouts, attendance sheets, notes, action items, and meeting minutes. Of these items, we see the documented action items as critically important. Maintaining a log of follow-up actions and assigned responsibilities is a key methodology to ensure that progress continues on the project, issues are resolved in a timely manner, and appropriate documentation is maintained regarding decisions and accomplishments.

To have effective contract management on any project decision making, empowerment and timely response is vital to avoiding disputes and maintaining a positive project culture. Altus has gained insight into how to build effective forums and teams to achieve a lean and efficient decision-making process. Conversely, delayed identification of issues and decision making will lead to souring relationships and eventually lead to execution challenges.

Altus applies a structured QA/QC process for cost estimating and advisory deliverables, supported by formal review stages, defined roles, and lessons-learned feedback loops. For major assignments (e.g., Scarborough Subway Extension Class 3 estimates), estimates follow a documented multi-step workflow from receipt and review of design packages through element-based take-off, pricing, preamble development, report compilation, and final sign-off. At each stage, multi-level checks are carried out (Take-off Lead, Elemental Lead, Project Lead, Project Director), with clear segregation of duties to minimize mathematical errors, scope duplication, and omissions.

In general, our team’s approach will be to emphasize flexibility, and act as an extension of staff, in order to fully support the City of Rollingwood and ensure the success of the projects and services.

Appendix A

Resumes

Please find our team member's resume attached below

JEAN HANNA P.Eng., MREI, B.A.Sc.

Associate Director | 15+ Years of Industry Experience



Jean Hanna is experienced across multiple phases of infrastructure projects, from planning to procurement and delivery. Jean's expertise extends to evaluating and conducting feasibility and economic studies for engineering solutions, providing invaluable insights to project stakeholders. Furthermore, Jean is skilled in delivering risk and business case workshops, leveraging this expertise to inform decision-making and drive project outcomes. Jean joined Altus Group's Infrastructure Advisory group as an Associate Director in January 2025.

Selected project experience

Miami-Dade County P3 Advisory Pool, Miami, FL

Role: Project Manager

Altus Group provided P3 and financial advisory services to Miami-Dade County's Solid Waste Department in support of its Sustainable Solid Waste Campus initiative. Miami-Dade County received competing proposals from two private developers and required independent commercial and financial evaluation to support its decision-making process. Altus was engaged to review and analyze the financial and contractual components of both developer submissions. Our work included detailed evaluation of capital and operating cost structures, financing approaches, projected payment streams, risk allocation frameworks, and long-term fiscal implications for the County. As Project Manager, Jean led detailed financial model review, cost analysis, and value assessment.

Lender Technical Advisor, Canada Infrastructure Bank, Canada

Role: Consultant

LTA for CIB on two projects 1) a wastewater treatment plant in BC, Canada 2) a dairy manufacturing facility in BC, Canada. Jean led a team of consultants to perform project due diligence including outlining key risks to the transaction undertaken by CIB. The team also supported CIB throughout the construction and O&M phases of the projects by certifying draw requests made by the sponsor.

Land Lease RFP Development, Inland Empire Utilities Agency (IEUA), Chino, CA

Role: Consultant

Led the development and drafting of the RP-5 SHF Request for Proposal (RFP) document. Jean also provided procurement support after the release of the RFP including responding to RFIs and assistance with evaluation of submissions.

Eglinton Crosstown LRT, Toronto, ON

Role: Consultant

The Crosstown is a 19km light rail transit (LRT) line that includes 15 LRT underground stations and 10 LRT at-grade stops. The Crosstown project is the largest transit expansion in the history of Toronto. Jean reviewed alignment and plans to assess potential impact to existing and future utilities and performed related utility research and coordination to ensure efficient progression of construction activities. He prepared bid inquiry, analysis and recommendation documents to procure qualified subcontractors, and developed risk register and risk management plan to mitigate potential complications during construction.

Jean.Hanna@altusgroup.com

JEAN HANNA P.Eng., MREI, B.A.Sc.
Associate Director | 15+ Years of Industry Experience

Net Zero Pathway Development, RIO Tinto, Atlantic Region

Role: Consultant

Assisted RIO Tinto in developing and assessing pathways for decarbonizing operations across RIO's Aluminum Atlantic Sites. Jean worked on completing a risk framework and financial analysis of all the identified projects, the result of these analyses will be used to develop potential net-zero pathway scenarios that will be presented to the client.

Net Zero Pathway Development, BHP, Saskatchewan

Role: Consultant

Developed and assessed pathways for decarbonizing through elimination of natural gas in the heat users at the Jansen Stage 1 project located in Saskatchewan, Canada. Jean completed a risk framework and financial analysis of all the identified projects, the result of these analyses was used to develop potential net-zero pathway scenarios presented to the client.

East Texas CCUS Economic Evaluation, Texas

Role: Consultant

Provided an assessment to determine the potential value of the property to MIMC and an initial order of magnitude view to inform the discussions around a Letter of Intent with a potential buyer. Jean developed several scenarios to provide a high-level commercial valuation for potential CCUS revenue models.

Diversion of Food Waste, Ontario, CA

Role: Consultant

Assisted in developing a business case that provided alternatives analysis for the planned diversion of food waste going into the proposed City of Ontario Transfer Station. Jean conducted client workshop to identify key drivers and ensure alignment with the City on expectations of the outcome. Jean developed a strategic business case report outlining the process, alternatives, and evaluation approach.

Union Station Enhancing Project 1 (USEP1) – PPP/Alliance Procurement, Toronto, ON

Role: Consultant

USEP 1 Alternative Financing Procurement project included service upgrade enabling works and accommodations for greater train capacity initiatives under development for Regional Express Rail (RER). Jean conducted and coordinated technical advisors, stakeholders, and RFIs meetings to develop project agreement and output specifications documents shared with proponents' part of the RFP process.

Committee Professional Qualifications and Memberships

Professional Engineer of Ontario (P.Eng.) from The Professional Engineers of Ontario (PEO)

Financial Modelling for Renewable Energy Projects, Mazars

Education

Master of Real Estate and Infrastructure, 2020

Bachelor of Applied Science and Engineering, Civil Engineering, 2012

HOSSAM AHMED MBA, PMP

Director, U.S. Infrastructure | 17+ Years of Industry Experience



Hossam Ahmed has more than 17 years of experience in construction management. He has advanced knowledge of construction management methods for large-scale projects.

Hossam is a well-rounded leader with diverse tactical experience in multiple functions across different sectors in the construction industry (e.g., Energy, heavy industrial, chemical plants and transportation) with extensive experience in budgeting, procurement, project controls, business development, and contracts management along with a strong business strategy skillset and hands-on experience in multi-billion-dollar EPC (engineering, procurement, and construction) complex projects.

Selected project experience

Miami-Dade County P3 Advisory Pool, Miami, FL

Role: Client Relationship Lead

Altus Group provided P3 and financial advisory services to Miami-Dade County's Solid Waste Department in support of its Sustainable Solid Waste Campus initiative. Miami-Dade County received competing proposals from two private developers and required independent commercial and financial evaluation to support its decision-making process. Altus was engaged to review and analyze the financial and contractual components of both developer submissions. Our work included detailed evaluation of capital and operating cost structures, financing approaches, projected payment streams, risk allocation frameworks, and long-term fiscal implications for the County. As Client Relationship Lead, Hossam provided senior oversight and served as primary client relationship lead.

Garden Grove Civic Center Project, Garden Grove, CA

Role: Project Manager

This project includes advisory services for the City of Garden Grove in California with specific and demonstrable experience in the P3 arena, particularly the hybrid DBFOM procurement process for municipal government buildings (including public safety facilities) within a Civic Center campus and related private development. Their intent is to formulate a procurement strategy and be responsible for Project Management support activities including development of a Project Schedule and Implementation, preparation, and issuance of a detailed Request for Qualifications (RFQ) for a P3 Project, and preparation and issuance of a Request for Proposals (RFP) for a P3 Project. As subconsultants, Hossam is on the Altus Team providing Owners Advisory to bring a design/build, public/private partnership project including a Public Safety Facility, Government Offices and Public Space to market. Altus is developing the Technical Requirements and Performance Specifications for inclusion in the D/B Request for Proposals.

Henry Ford Medical Center Central Plant, Detroit, MI

Role: Project Manager

Altus Group is providing pre-bid Lenders' Technical Advisory services to a Consortium of Kiewit Development Company and Veolia Energy to Design/Build/Finance/Operation/Maintain a new Central Utility Plant for the Detroit South Campus of the Henry Ford Medical Center. The Detroit South Campus Project is being developed in conjunction with the $2.5 billion community development plan sponsored by HFH, the Detroit Pistons, and Michigan State University, and includes, among other facilities, a new

1,000,000+ square foot hospital facility and patient tower, and a specialty hospital that will be integrated into the Detroit South Campus. Services include the review of design, construction price, schedule, operations & maintenance, payment mechanism, as well as an overall review of project due diligence.

University of Maryland Power Plant Renewal (NextGen) P3, College Park, MD

Role: Bid Lead

The University of Maryland's procurement for a project to expand, upgrade and modernize its existing power plant and to incorporate energy technology into the facility. The project will expand and modernize the current power plant, steam diffusion system and chill water plants as well as incorporate renewable energy technology to move away from steam-power on a mass scale. The project was completed as a "quasi-P3," with the private partner, College Park Energy, maintaining ownership and maintenance through August 2019. The university envisions a 30-year operations term for the private partner, though the term could be extended to up to 50 years or decreased to 20 years depending on the proposals that the school receives. As Bid Lead, Hossam acted as project bid lead for the general contractor in the pre-bid phase with one of the consortiums.

Suffolk County Police Department Headquarters, Suffolk County, NY

Role: Project Manager

This project includes technical advisory services for the Suffolk County Police Department in New York to provide feasibility studies for the purpose of evaluating the existing Police Department Headquarters and establish the feasibility of maintaining the existing location as the Headquarters Building. As part of a larger consulting team, Altus Group shall analyze and report on the existing operations, existing conditions, and spatial needs. Stage two of the Project includes evaluating the feasibility of a new Head Quarters building. The Suffolk County Office of Central Procurement selected Altus Group as part of a larger highly qualified team of consulting firms that have specific and demonstrable experience in the P3 arena. As Project Manager, Hossam was responsible for delivering Altus scope of the feasibility analysis.

Florida International University Student Housing, Miami, FL

Role: Project Director

The project involved a tax-exempt bond execution of an approximately 800 bed, new-build student housing project adjacent to Florida International University in Miami, Florida. For this assignment, Altus Group is providing full technical due diligence services on the transaction, starting from development and up until substantial completion.

Offshore Wind HVDC Project - Beacon Wind 1, Brooklyn, NY

Role: Bid Lead – Contractor

This offshore wind project (60 miles offshore NY) will deliver 1,230 MW of power. Power generated from the wind farm will be delivered onshore using HVDC technology. GC scope will be the buildings that will house equipment to receive and convert this generated power and connect it to the grid (separate contract from the offshore work). Project CAPEX value is approximately $750 million.

Education

Master of Business Administration, Rice University; and Bachelor of Science in Structural Engineering, Ain Shams University

ALBERTO BRAVO B.A.Sc., P.Eng., PMP

Director, Infrastructure | 15+ Years of Industry Experience



Alberto is an experienced professional with over 15 years of relevant work experience and is a Registered Professional Engineer in Ontario, with a B.A.Sc. degree in Civil Engineering and a focus on Project Management and Major Projects in Transportation. Alberto is a Registered Project Management Professional, specializing in Alternative Delivery and Procurement Projects. Alberto has led technical teams on transit and highways projects with contract values above $500M. Fluent in English and Spanish, Alberto has strong communication skills with an aptitude to convey technical concepts in reports, proposals, presentations and meetings.

Alberto specializes in project management, contract writing, risk management, project coordination, stakeholder engagement, design of transit stations, functional servicing reports, sanitary and storm sewer design, watermain design, complex earthworks calculations, input and coordination with cost estimators and schedulers, detailed grading of site plans, coordination with construction entities, contract administration, site inspections, implementation of quality assurance and quality control practices, detailed and preliminary design of roadways, environmental assessments, and utility coordination.

Selected project experience

Miami-Dade County P3 Advisory Pool, Miami, FL

Role: Project Director

Altus Group provided P3 and financial advisory services to Miami-Dade County's Solid Waste Department in support of its Sustainable Solid Waste Campus initiative. Miami-Dade County received competing proposals from two private developers and required independent commercial and financial evaluation to support its decision-making process. Altus was engaged to review and analyze the financial and contractual components of both developer submissions. Our work included detailed evaluation of capital and operating cost structures, financing approaches, projected payment streams, risk allocation frameworks, and long-term fiscal implications for the County. As Project Director, Alberto led overall financial and commercial evaluation and senior stakeholder engagement.

Yonge North Subway Extension, Toronto, ON

Role: Project Manager and Reference Concept Design Lead

This project involves the extension of TTC's line 1 Subway Line from the Line 1 Terminus at Finch Station, following Yonge Street North to Richmond Hill. Altus provides Technical Advisory Services to Metrolinx and Infrastructure Ontario including the development of PA/PSOS and RFP technical requirements, risk review, cost update, proposal evaluation, negotiations. Alberto is leading the development of the Reference Concept Design for the Advance Tunnel Package, and the Stations Rails and Systems Package. Alberto participated in the segregation of scope for Advanced Utilities works and enabling works for the launch shaft site. Alberto is responsible for cross-disciplinary coordination, stakeholder management, and identification of interface risks across engineering disciplines. Alberto provides key inputs to the risk register and liaises with the cost estimating team to develop appropriate contingencies for the project. Alberto monitors the discovery of technical risks through the design development process, ensures these risks are accounted for as part of the proof of concept, highlights gaps in the existing design, and creates risk mitigation options through reference concept design development.

Highway 401 West Widening, ON

Role: Project Manager

This project involves approximately 18 km of highway and is located within the western part of the GTA, from the Credit River in Mississauga to Regional Road 25 in Milton. Altus is leading the implementation phase of the Project as the Technical Advisor to the Ministry of Transportation. Alberto attends Technical Working Group Meetings and liaises with multiple stakeholders, including clients, utility companies, subconsultants, and Design-Build Joint Venture counterparts. Alberto provided technical memoranda to Infrastructure Ontario, to support the evaluation of claims and variations, including independent contract language interpretation, quantity takeoffs, and assessment of validity of claims. Alberto coordinated the review of over 1,000 individual work submittals with multidisciplinary input from subject matter experts.

Ontario Line – Rolling Stock, Systems, Operations and Maintenance, Toronto, ON

Role: Integration Manger

This DBFOM project with a contract value of $9B ($2.3B for capital costs and $6.7B for short-term construction financing and transaction costs, train costs and 30-year operations and maintenance, lifecycle, and long-term financing). The Ontario Line will be a 15.6-kilometre new rapid transit line running between the Ontario Science Centre and Exhibition/Ontario Place in Toronto, with 15 stations, including six interchange stations. Altus is the Independent Certifier for the implementation phase of the Project. Alberto attends Works Committee Meetings, Integration Committee meetings, provides monthly IC reports, reviews the Risk Register and identifies any entries impacting Substantial Completion.

Confederation Line Extension Pursuit, Ottawa, ON

Role: Project Manager and Assistant Design Manager

In a previous role, Alberto was the Project Manager and Assistant Design Manager for this $2.1 billion project while working with WSP Canada Limited. His key achievements as P3 DBJV Design Team Project Manager on this project included leading the engineering team to the successful submission of 1800 engineering drawings and deliverables, on schedule and under the agreed pursuit budget and successfully negotiating a design services agreement with the Design-Build Joint Venture, with a contract value of $250 million. Alberto was responsible for the development of the Design Team's Risk register, SWOT Analysis, identification of risk owners, and providing a quantitative assessment of each risk. The risk register was utilized by Senior Management to negotiate the final Design Contract, and for contingency allowances for the project term.

Committee Professional Qualifications and Memberships

Professional Engineer of Ontario (P.Eng.) from The Professional Engineers of Ontario (PEO)

Professional Engineer – Civil (P.E.) from the State of Nevada Board of Professional Engineers and Land Surveyors (NVBELS)

Project Management Professional (PMP) from The Project Management Institute (PMI)

Education

Bachelor of Science in Civil Engineering, University of Toronto, Toronto, ON

MARK ORGE PMP, CFM, MBA

Director, Asset & Facilities Management | 30+ Years of Industry Experience



Mark is a highly effective Asset Management Strategist and experienced practitioner with more than 30 years of experience in every sector, including Healthcare, Airports, Education, Infrastructure, and Law Enforcement/Judicial. Mark's tenure spans public, private, and P3 operating models. Consulting services include output specification development, due diligence review, asset management strategies, technical advice and reviews, audits, and capital/life cycle forecasting. Mark is known across the industry for his ability to quickly forge positive and productive working relationships, drive creative change, and introduce new concepts and strategies to support the business goals with evidenced based data.

Selected project experience

Suffolk County Police Department Headquarters, Suffolk County, NY

Role: Asset Management Consultant

This project includes technical advisory services for the Suffolk County Police Department in New York to provide feasibility studies for the purpose of evaluating the existing Suffolk County Police Department Headquarters and establish the feasibility of maintaining the existing location as the Headquarters Building. Altus Group is a member of the PFAL Team providing complete feasibility analysis for the County to evaluate different procurement options. Altus brings to the team experience in the preparation of RFQs and RFPs for Social infrastructure, particularly in DBFOM and P3 procurements for similar Civic Center projects incorporating a combination of elements that include public safety facilities, community parks and expanded open space, and/or affordable housing.

Garden Grove Civic Centre, Garden Grove, CA

Role: Asset Management Consultant

Altus, working with the City and other advisory firms, will formulate a procurement strategy and be responsible for Project Management support activities including issuance of a detailed RFQ and RFP for a P3 Project. Altus AFM has been engaged to provide P3 Facility Management (FM) operations consulting and contract project specific output specification reviews and inputs through pre-design phase including all aspects of facility and asset management to ensure the best possible building and operational performance. Services include writing of FM management; guiding principles for space, use, and transportation requirements; guiding principles for HVAC, Electrical, plumbing, information Technology and physical security and access control; matrix for what equipment should be on emergency powers; consequences of allowing public to park in Garden Grove Police PD parking structure.

Purdue University Student Housing, West Lafayette, IN

Role: Operations & Lifecycle Modelling

This Project involves the purchasing of an existing student housing building at Purdue University in Indiana. It consists of two separate student housing facilities located on two different sites in the central core of the main campus. Altus prepared an Operations & Maintenance Cost Analysis for the Project, as well as prepared a cost model to include Annual Maintenance Cost and Lifecycle Cost covering a period of 61 years from anticipated date of transaction. In addition, Altus provided a narrative report describing our methodology, assumptions and analysis and findings.

Project Nexus, Texas and Nevada, U.S.

Role: Operations & Lifecycle Modelling

This Project consists of two transmission assets: Cross Texas Transmission, LLC ("CTT") and One Nevada Transmission Line ("ON Line"), each of which are around 250 miles long. Altus Group is providing transaction due diligence services, including the review of the independent engineer report, any maintenance and operating, and capital replacement costs. Altus Group will also be reviewing costs and project schedules for any new planned works as intended and required by existing assets.

ONroute Service Centres Project (Part 1), Various Locations, ON

Role: Building Condition Assessment Lead

The ONroute Service Centres project included assessment work for seven sites per year in Ontario. Altus examined the condition and ongoing serviceability of improvements and their future life expectancy, as well as prepared a Site Condition Assessment Report for each of the sites. Altus also took into consideration the lifecycle maintenance activities for the improvements; the repairs and replacement of site components; and the overall condition of the improvements, noting any deficiencies and required corrective actions.

Yonge North Subway Extension (YNSE) and Scarborough Subway Extension (SSE), Toronto, ON

Role: Operations & Maintenance Lead

The Yonge North Subway Extension is an approximately 7.4-kilometre extension of TTC's Line 1 (Yonge University) to Richmond Hill. The rapid transit link will include up to 6 stations and 2 intermodal terminals, a train storage and light maintenance facility and commuter parking facilities. The Scarborough Subway Extension will be a 7.8-kilometre extension of TTC's Line 2 Bloor-Danforth Subway, from the existing Kennedy Station northeast to McCowan Road/Sheppard Avenue. Altus Asset Management provides long term cost prediction to support evidence-based evaluation across design and construction options.

Fort McMurray West 500 KV Transmission Line, Fort McMurray, AB

Role: Annual Lender's Technical Review

This DBFOM project features 500 kV Thickwood Hills substation, 100 km 500 kV AC single circuit transmission line from the new 500 kV Thickwood Hills substation to the new 500 kV Livock substation, 500 kV Livock substation, 400 km 500 kV AC single circuit transmission line from the new Livock 500 kV substation to the existing Sunnybrook substation near Edmonton, Alberta. Altus AFM provided reviews of construction price, schedule, operations & maintenance, lifecycle, and payment mechanism. Mark led the Asset Management team that provided an annual Lenders' Technical Review.

Committee Professional Qualifications and Memberships

Project Management Professional (PMP) from the Project Management Institute (PMI)

Certified in Facility Management (CFM)

International Facility Management Association (IFMA)

Education

Master's Degree in Business Administration (MBA); University of Calgary, Calgary, AB

OMAR ALI P.Eng., LEED AP BD&C

Associate | 25+ Years of Industry Experience



Omar Ali is an industry professional with over 25 years of experience in Capital Planning and Asset Management, Energy Conservation Measures, and engineering and project management including major infrastructure initiatives such as international airports and large commercial centres. Omar has delivered numerous Building Condition Assessments (BCA), Reserve Fund Studies (RFS), Operations and Maintenance monitoring, Joint Technical Reviews (JTR) lifecycle auditing and modelling, and across virtually every industry sector. Omar has proven experience in leading mid to large scale projects within specified time frames and budget restrictions. Omar's professional knowledge spans building and fire codes, health and safety acts, AODA and other applicable standards and regulations across multiple jurisdictions.

Selected project experience

Purdue University Student Housing, West Lafayette, IN

Role: Senior Engineering Consultant

This Project involves the purchase of an existing student housing building at Purdue University in Indiana. Altus prepared an Operations & Maintenance Cost Analysis for the Project, as well as prepared a cost model to include Annual Maintenance Cost and Lifecycle Cost covering a period of 61 years from anticipated date of transaction. In addition, Altus provided a narrative report describing our methodology, assumptions and analysis and findings.

Oakville Trafalgar Memorial Hospital, Oakville, ON

Role: Senior Engineering Consultant

The Oakville Trafalgar Memorial Hospital is a 457-bed, full-service acute care community hospital. Altus also provided estimating for maintenance and lifecycle for the whole facility. These services as part of the P3 life cycle review as Lender's Technical Advisor. This included site assessment, review of findings, and verification of site performance against the contract. Omar was the Senior Engineering Consultant on this assignment.

Saskatchewan Schools Phase 1 and 2, Regina & Saskatoon, ON

Role: Senior Engineering Consultant

Altus was selected by Johnson Controls Ltd. to conduct a Joint Technical Review for two Saskatchewan schools: Greens on Gardiner (Regina), and Stonebridge (Saskatoon). JTR included review of the completed Preventative Maintenance for effectiveness on for the 5-year period following Service Commencement; Commenting on the plans and the documentation that has been provided for the works within the CMMS System (QFM); Reviewing the Proposed Life Cycle works for the next 5-year period for effectiveness and to ensure that client has adequately covered the assets of the facility through their plan.

Iqaluit International Airport, Iqaluit, NU

Role: Senior Engineering Consultant

This project includes work on the Iqaluit International Airport in Nunavut, one of the northern territories in Canada. The scope of work involves performing a detailed Condition Assessment of the Iqaluit International Airport facilities, including the site, buildings, systems, related structures, equipment, infrastructure,

supplies, utility connections, roads, taxiways, aprons, and runway, but excluding the old air terminal building. The project was initiated in August 2022 with site visits from participating staff. Omar is part of the AFM team that was leading the Facilities Management services (Joint Technical Review and Building Condition Assessment) for the project.

Woodstock General Hospital, Woodstock, ON

Role: Senior Engineering Consultant

This Project includes a new 730,000 square foot hospital to replace the existing facility with 314 beds. The project also includes the demolition of three existing hospital buildings as well as the existing maintenance buildings. The project features landscaping for outdoor therapy, therapeutic gardens, walking paths and courtyards. Altus Group provided Lifecycle Technical Review and Lifecycle Audit services, P3 joint technical and life cycle reviews including site assessment, review of findings, and verification of site performance against the contract. Omar, as Senior Engineering Consultant, was part of the AFM team that was leading the Facilities Management services for the project.

North Bay Regional Health Centre, North Bay, ON

Role: Senior Engineering Consultant

The North Bay Regional Health Centre's (NBRHC) new Health Centre will be a one-stop location offering an acute care hospital and a modern, long-term mental health facility, all housed in one health care campus. NBGH's will accommodate 275 acute care beds and support services, while NEMHC's will accommodate 113 longer term/specialized mental health and forensic mental health beds and associated outpatient services. Altus conducted a Joint Technical Review services for this Project. Omar, the Senior Engineering Consultant, was part of the AFM team that was leading the Facilities Management services (Lifecycle Review and Building Condition Assessment) for the project.

Waterloo Regional Courthouse, Waterloo, ON

Role: Senior Engineering Consultant

The Waterloo Regional Consolidated Courthouse project consolidated Superior Court of Justice and Ontario Court of Justice services in one facility. Previously, the courts operated from three separate locations. Construction concluded in January of 2013, and the project entered the Maintenance phase of the DBFM contract. Altus has been retained by Fengate Asset Management to provide an Annual Lifecycle Review in 2022 and 2023 as part of the P3 life cycle review as Lender's Technical Advisor which includes site assessment, review of findings, and verification of site performance against the contract. Omar was part of the AFM team that was leading the Facilities Management services (Joint Technical Review and Building Condition Assessment in 2022) & (Lender Technical Advisor and BCA in 2023) for the project.

Committee Professional Qualifications and Memberships

Professional Engineer of Ontario (P.Eng.) from The Professional Engineers of Ontario (PEO)

LEED Accredited Professional (LEED APBD+C): GBCI

Education

Bachelor of Science in Electrical Engineering

ELYAR VALIPOUR M.Eng., B. Civil Eng, B.Sc., PMI-RMP

Associate Director | 15+ Years of Industry Experience



With over 15 years of experience in Cost Estimating & Cost Engineering, Project Management, and Engineering Consulting, Elyar Valipour has cultivated extensive technical expertise from Canada's leading universities in project & construction management and structural engineering. Elyar has made substantial contributions to infrastructure projects exceeding $75 billion, conducting comprehensive reviews of project agreements and technical specifications, and performing meticulous project analyses, resulting in detailed reports. Through the use of diverse inputs from financial models, agreements, and payment mechanisms, Elyar has undertaken sophisticated analyses to evaluate construction, scheduling, pricing, operations, maintenance, and lifecycle risks associated with various projects.

In this capacity, Elyar provides invaluable Technical Advisory services to both Owners and Lenders, encompassing design review, assessment of background reports (geotechnical and environmental), schedule, and cost evaluation within the context of risk allocation and mitigation.

Selected project experience

Miami-Dade County P3 Advisory Pool, Miami, FL

Role: Commercial Advisor

Altus Group provided P3 and financial advisory services to Miami-Dade County's Solid Waste Department in support of its Sustainable Solid Waste Campus initiative. Miami-Dade County received competing proposals from two private developers and required independent commercial and financial evaluation to support its decision-making process. Altus was engaged to review and analyze the financial and contractual components of both developer submissions. Our work included detailed evaluation of capital and operating cost structures, financing approaches, projected payment streams, risk allocation frameworks, and long-term fiscal implications for the County. As Commercial Advisor, Elyar led contract and risk allocation review and comparative analysis.

Fargo-Moorhead Flood Diversion Channel, Fargo-Moorhead, ND

Role: Lenders' Technical Advisor

This Project involves the construction of a 20,000 cubic feet per second, 30-mile long, 1,500-foot-wide flood diversion channel within the Fargo-Moorhead Metropolitan Area in North Dakota. Key scope items of this assignment include the flood diversion channel, a diversion channel outlet, two pairs of interstate highway bridges, 10 country road crossings, four railroad bridges, two aqueducts along with other associated structures. Altus provided Lenders' Technical Advisor services, including a due diligence review during the pre-bid phase, the review of construction price, schedule, operations and maintenance, life cycle and payment mechanism. Altus also provided project monitoring services throughout the construction phase.

Prince George's County Public Schools, Prince George's County, MD

Role: Project Manager

The project includes the reconstruction of four middle schools and new construction of two middle schools in Prince Georges County, Maryland. Altus Group has been engaged by a shortlisted proponent to provide Lenders' Technical Advisor (LTA) services, which included the review of construction price and schedule, operations and maintenance, risk management, as well as life cycle and payment mechanism. As Project

Manager, Elyar was responsible for the delivery of Altus scope of work throughout the project development, construction and delivery.

New Toronto Courthouse, Toronto, ON

Role: Lenders' Technical Advisor

Designed by Renzo Piano, this landmark project was developed to unify several of Toronto's courts currently operating out of several locations under one roof. The courthouse is designed to meet the LEED® silver standard with a focus on energy efficiency, healthy indoor environments and reduced greenhouse gas emissions. Altus provided pre-bid Lenders' Technical Advisory Services for this project, including due diligence, the review of the construction price, schedule, operations & maintenance, life cycle, and payment authorization.

222 Cowichan Way, Duncan, BC

Role: Lenders' Technical Advisor

CIB is financing the implementation of new enabling infrastructure including earthworks, site preparation, and utility connections that will support the broader development of two new purpose-built rental residential buildings totaling 196 units on the Cowichan Tribes reserve land. The aggregate development is being led by Khowutzun Development Corporation ("KDC"), the borrower under the CIB facility will be a newly created limited partnership with KDC as its general partner. Altus is currently providing project due diligence, risk and schedule construction cost and schedule, as it relates to the site development, utilities, and infrastructure works only. Altus will also support the project during construction and project commissioning, as well during operations.

Alberta School Bundle #5, Alberta, Canada

Role: Lenders' Technical Advisor

The Project comprises of six schools, ranging from kindergarten through to grade 12. Distributed across various locations, collectively these schools will initially accommodate 5,550 students – helping serve the educational needs of Alberta's expanding communities. Altus Group's role includes reviewing and reporting on a monthly basis, the status of schedule, construction progress, and costs, as well as reviewing the scope and procedures for quality control, testing, commissioning, quality assurance programs, and other issues. Altus will continue to provide LTA Services during the Construction and Operations and Maintenance (O&M) Phase following Service Commencement.

Committee Professional Qualifications and Memberships

Professional Engineer of Ontario (P.Eng.) from The Professional Engineers of Ontario (PEO)

Risk Management Professional (RMP) from Project Management Institute (PMI)

Education

Master of Engineering (M.Eng.) University of Toronto, Toronto, ON

Bachelor of Civil Engineering (B. Civil Eng), The University of British Colombia, Vancouver, BC

Bachelor of Sciences (B.Sc.), The University of British Colombia, Vancouver, BC

ELAINE RYAN BA (Hons)

Senior Project Manager | 10+ Years of Industry Experience



Elaine Ryan is an experienced professional with 10 years of experience in development advisory. Elaine obtained a Certificate in Project Management in 2023 and has a variation of experience within the public and private infrastructure sectors and specializes in Project Management in Alternative Delivery and Procurement projects. As a professional with a strong focus on effective communication, Elaine has consistently demonstrated her aptitude to convey technical concepts in reports, proposals, presentations and meetings. She is recognized for establishing strong rapport with contractors, clients and stakeholders to achieve project objectives and seamlessly collaborate with cross-functional teams. In 2024, Elaine was awarded the “Strive to Outperform” Altus Excellence Award for her outstanding contribution and commitment to the industry and playing a pivotal role in Altus’ continued success.

Elaine specializes in project management, project planning (defining scope, deliverables, milestones and resource planning), contract writing and development of procurement documentation, alternative financing procurements, risk management, project coordination, stakeholder engagement and management, commercial advisory, contract administration, project monitoring, implementation of quality assurance and quality control practices.

Selected project experience

Port Lands Flood Protection and Enabling Infrastructure Project, Toronto, ON

Role: Project Manager

Waterfront Toronto's waterfront revitalization project is the largest urban renewal project currently underway in North America and one of the largest waterfront redevelopment initiatives ever undertaken in the world. The Port Lands redevelopment is being developed with an emphasis on sustainable development and plans to be a comprehensive solution to flood protection. This project includes the transformation of 400 hectares of brownfield lands on the waterfront into beautiful, sustainable, mixed-use communities including roads, bridges, and dynamic public spaces. Elaine was part of the cost planning and monitoring team reviewing monthly progress draws submitted by the General Contractor on behalf of the owner

Yonge North Subway Extension - Advance Tunnel (ATYNSE), Toronto, ON

Role: Project Manager

The scope of the ATYNSE Contract is to deliver approx. 6.34km of twin bored tunnels, launch and extraction shafts and headwalls for future stations and EEBs to support the extension of TTC’s Line 1 (Yonge-University) to Richmond Hill. Altus Group is working as part of the OneT+ JV Technical Advisor team for Metrolinx. During the planning phase, Elaine led a multi-disciplinary team of subject matter experts to support the development and delivery of the project Reference Concept Design and Project Agreement/Output Specifications. Specific responsibilities during RCD/PA/RFP development included project management, contract writing, risk management, stakeholder engagement and comment resolution, contract administration, commercial advisory, implementation of quality assurance and quality control practices. Elaine also played a key role during the procurement phase, providing commercial support and advisory to Metrolinx and Infrastructure Ontario including close-out of stakeholder requests and logs, management and coordination of technical submission compliance reviews, and supporting procurement close-out activities leading up to Financial Close.

Elaine.Ryan@altusgroup.com

ELAINE RYAN BA (Hons)

Senior Project Manager | 10+ Years of Industry Experience

Yonge North Subway Extension - Stations, Rail and Systems (SRS YNSE), Toronto, ON

Role: Project Manager

The scope of the Stations, Rail and Systems for the Yonge North Subway Extension Project (SRS YNSE) includes the design and construction of three new underground Stations, two new above ground Stations and a Train Storage Facility. The project also includes six traction power substations, six EEBs, a bus terminal and bus loop at Steeles Station, a bus terminal at Bridge Station, as well as bus platforms at Clark Station. Altus Group is working as part of the OneT+ JV Technical Advisor team for Metrolinx. During the planning phase, Elaine is leading a multi-disciplinary team of subject matter experts to support the development and delivery of the project Reference Concept Design and Project Agreement/Technical Scope Documentation. Specific responsibilities during planning phase include project management, contract writing, risk management, stakeholder engagement and comment resolution, contract administration, commercial advisory, implementation of quality assurance and quality control practices.

Scarborough Subway Extension Project, Toronto, ON

Role: Project Manger

The $6 Billion Scarborough Subway Extension will be a 7.8-kilometre extension of TTC's Line 2 Bloor-Danforth Subway, from the existing Kennedy Station northeast to McCowan Road/Sheppard Avenue. The line will include three new stations at Lawrence Avenue and McCowan Road, Scarborough Centre and a terminal station at McCowan Road and Sheppard Avenue. Altus Group provided technical advisory to Infrastructure Ontario and Metrolinx as part of the OneT+ JV Technical Advisor Team. As RCD/PSOS Coordinator, Elaine supported and coordinated the development of the Reference Concept Design during the design development stage for the contract. Elaine supported the Metrolinx/IO Sponsor team as part of the OneT+ Joint Venture Technical Advisor of Subject Matter Experts to provide document control and project management support for the DBF procurement process including preparation and delivery of the Reference Concept Design.

Highway 401 Expansion Project, Ontario

Role: Project Coordinator

The widening project is 18km long and is located within the western part of the GTA from Credit River in Mississauga to Regional Road 25 in Milton. Altus is Technical Advisor to the Ministry of Transportation for the Alternate Finance procurement (AFP). Altus Group’s services spanned through the transaction and implementation phases of the Project. Specifically, Altus Group’s responsibilities in the transaction phase include development and input to the RFQ, RFP/Project Agreement (PA)/ Output Specifications (OS), RFP In-Market, Evaluations, and Commercial/Financial Close support. Responsibilities in the implementation phase include design and construction submittals review, quality oversight, audits, environmental monitoring, site activity and schedule monitoring, commissioning, claim assistance, Dispute resolution process coordination, variations review, and IQAF Coordination. Elaine was responsible for conducting compliance reviews and monitoring during construction. Elaine managed monthly reviews of lane closure durations to assess potential non-conformances with the Project Agreement during construction.

Education

Certificate in Project Management, University of Toronto, School of Continuing Studies

Bachelor of Arts in Voice & Dance (BA Hons, First Class Honours), University of Limerick

EMMANUEL ESCARCEGA EIT

Cost Consultant | 7+ Years of Industry Experience



Emmanuel Escarcega is a civil engineer with a strong background in both transportation and land development engineering. At Stantec Consulting Services, he served as a Transportation Engineer, where he played a key role in designing and implementing traffic-related infrastructure, including signs, signals, ITS, pavement markings, and lighting. He conducted field assessments to evaluate constructability and contributed to major interstate projects such as US80, IH35, FM1385, and SL340. Prior to this role, he worked in land development, preparing site design plans, drainage reports, and permitting documents for high-profile projects, including the Samsung Semiconductor headquarters in Taylor, Texas and several educational facilities for Bastrop ISD.

Emmanuel also brings extensive internship experience, having supported engineering teams at Mendez Engineering, EDICHISA, and the City of San Antonio. His tasks included creating As-Built plans, cost estimation, coordinating construction logistics, and documenting infrastructure conditions. He holds a Bachelor of Science in Civil Engineering from the University of Texas at San Antonio and is certified as an Engineer in Training (EIT) by the Texas Board of Professional Engineers. Emmanuel is proficient in a wide array of engineering software tools and is bilingual in Spanish and English.

Selected career experience

Altus Group Limited, May 2025 – Present

Role: Cost Consultant

In this role, Emmanuel served as a Cost Analyst supporting infrastructure advisory services with a focus on financial modeling, cost analysis, and risk assessment. They developed and maintained detailed cost and cash flow models, contributed to the preparation of Lenders Technical Advisory (LTA) reports, and conducted site visits to verify construction progress.

Stantec Consulting Services, August 2023 – March 2025

Role: Transportation - Engineer

Emmanuel served as a Transportation Engineer at Stantec Consulting Services in Austin, Texas, where he was involved in the preparation of technical drawings and the design, planning, and implementation of key traffic infrastructure components such as traffic signs, signals, Intelligent Transportation Systems (ITS), pavement markings, and roadway illumination. His role included conducting comprehensive field assessments to evaluate existing site conditions, ensuring project feasibility and constructability. Emmanuel contributed to the development and submittal of large-scale interstate corridor projects—including US80, IH35, FM1385, and SL340—addressing a broad spectrum of traffic engineering needs. He also worked closely with internal teams and external partners to ensure effective coordination and successful project execution.

Stantec Consulting Services, January 2022 – August 2023

Role: Land Development - Engineer

As a Land Development Engineer at Stantec Consulting Services, Emmanuel was responsible for preparing technical drawings and contributing to the design, planning, and implementation of engineering

calculations. He created and processed drainage reports, SWPPP documents, grading plans, and hydrologic profiles. He performed detailed field assessments to evaluate existing site conditions, ensuring project feasibility and constructability. Emmanuel worked on a wide range of infrastructure development engineering projects, including Samsung Semiconductor headquarters, Bastrop ISD school infrastructure and athletic fields, Waste management facility, and some site plans for renewable energy storage facilities, applying his expertise across all facets of traffic-related disciplines. He also collaborated closely with internal transportation teams and third-party stakeholders to ensure smooth coordination and successful project delivery.

Mendez Engineering, January 2021 – July 2021

Role: Civil Engineering Intern

During his internship at Mendez Engineering in San Antonio, Texas, Emmanuel supported civil engineering projects by preparing design files for a 4,000-foot HDPE Water Main installation and contributing to the City of San Antonio's ADA infrastructure improvements. He assisted in developing cost estimates for a major Water Main project using TxDOT bid data, helping ensure accurate budgeting and resource planning. Emmanuel also reviewed CCTV footage to assess and document pipe conditions for various municipal systems, identifying issues and maintenance needs. Additionally, he created and revised As-Built plans for CPS Energy substations using MicroStation and Civil 3D, contributing to the accuracy and completeness of project documentation.

EDICHISA, May 2020 – August 2020

Role: Field Engineer Intern

As a Field Engineer Intern at EDICHISA in Ciudad Juarez, Mexico, Emmanuel played an integral role in supporting project controls by tracking costs, schedules, and material procurement to ensure on-time project delivery. He collaborated with various onsite teams to resolve constructability and design issues, facilitating effective coordination across multiple engineering disciplines. Emmanuel led daily team meetings to verify the availability of materials, equipment, and resources, helping maintain adherence to project timelines. He also analyzed production data, schedules, and budgets to monitor overall project performance and proactively identify potential challenges.

City of San Antonio - Transportation & Capital Improvements, June 2019 – August 2019

Role: Civil Engineering Intern

During his internship with the City of San Antonio's Transportation & Capital Improvements department, Emmanuel contributed to sidewalk improvement projects by performing technical tasks such as data collection and conducting daily punch list walks to assess project progress and quality. He utilized advanced technology to accurately document field notes and served as a key liaison between citizens, consultants, and contractors, ensuring clear, timely, and effective communication throughout the project lifecycle.

Certifications

(EIT) Texas Board of Professional Engineers - Civil Engineer in Training (No. 79510), October 2023

Procore Certified: Project Manager (Project Management), Procore Technologies

ROLLINGWOOD TEXAS



OWNER'S REPRESENTATIVE SERVICES
CITY HALL IMPROVEMENTS

CITY OF ROLLINGWOOD | June 8, 2026 10:00 AM CST

ARTAICGROUP



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INTRODUCTION/COVER LETTER

June 8, 2026

Mr. Alun Thomas
City Administrator
City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

Dear Mr. Thomas and Selection Committee:

Artaic Group is pleased to submit our qualifications to serve as your **Owner's Representative** for the **City Hall Improvements Project**. We understand this project represents a significant investment for the **City of Rollingwood** ("City") and **Travis County Emergency Services District No. 9**, as well as an important opportunity to improve how municipal and emergency services are delivered to the community. With a defined budget, multiple stakeholders, and several key decisions still ahead regarding project scope, delivery method, and facility approach, the project will benefit from experienced leadership focused on helping the City make informed decisions, avoid costly missteps, and maximize the value of every dollar invested. Our role as Owner's Representative is to provide the guidance, oversight, and accountability necessary to keep the project aligned with the City's goals while allowing City leadership and staff to remain focused on serving the community.

Artaic Group is a dedicated Owner's Representation and Project Management firm providing planning, procurement, design management, construction administration, and project oversight services from project inception through occupancy. **Our approach** is centered on serving as an extension of the Owner's staff, providing clear communication, proactive leadership, and objective guidance throughout the decision-making process. We establish project controls early, facilitate collaboration among stakeholders, actively manage budget and schedule performance, and identify risks before they become issues. By maintaining alignment between project goals, stakeholder expectations, and available funding, we will help the Mayor and City Council make informed decisions and successfully navigate the project from concept through completion.

For the City Hall project, we are proposing a **Texas-based team led by Zach Stevenson** as the City's primary point of contact. Zach will be supported by experienced project management professionals with extensive public-sector experience from across the country. Artaic Group has **full-time project managers located in Austin,** combined with the resources of a national firm. This allows us to provide **responsive local support** while drawing upon the experience, technical expertise, and project controls necessary to successfully deliver projects of this nature.

WHY US?

- Dedicated Owner's Representation firm
- Local team with availability
- Municipal & Public Safety Facility Expertise
- Proven RFQ, RFP & Procurement Strategy
- Budget Stewardship & Cost Control Focus
- Responsive, Relationship-Driven Project Leadership
- Single Point of Accountability
- Expertise in CMAR, Design-Bid-Build & Alternative Delivery
- Transparent Communication Tools and approach for City Leadership & Stakeholders

We appreciate the opportunity to submit our qualifications and have carefully reviewed the requirements and clarifications provided in **Addendum No. 1**. We welcome the opportunity to discuss our team, experience, and approach in greater detail and look forward to the possibility of partnering with the City of Rollingwood to help deliver a successful project that serves the community's needs while maximizing the value of every public dollar invested.



Sincerely,

John Bills, LEED® AP
Principal | Co-Owner
720.201.6373 | John.Bills@ArtaicGroup.com

Artaic Group
16821 Ponte Cove | Pflugerville, TX 78660
www.ArtaicGroup.com

BIG FIRM CAPACITY, SMALL FIRM AGILITY

Responsive service, direct access, national resources.

COMPANY INFORMATION

Firm Name: Artaic Group, LLC

Headquarters: 2650 18th Street, Suite 301, Denver, CO 80211

Year Founded: 2017

Years Providing Owner's Representation Services: 8 years

Primary Office Responsible for Project: Austin Metro, Texas

Additional Texas Presences: Dallas-Fort Worth, Texas

Founded in 2017, Artaic Group is a dedicated Owner's Representation and Project Management firm providing planning, procurement, design management, construction administration, and project oversight services from project inception through occupancy. Serving clients nationwide, our team provides strategic leadership and owner advocacy across municipal, public safety, civic, education, transportation, hospitality, healthcare, residential, and commercial projects.

Artaic Group continues to expand its presence throughout Texas, with full-time project management professionals located in both the Dallas-Fort Worth and Austin regions. For the City of Rollingwood, we are proposing a Texas-based team led by Zach Stevenson and supported by experienced municipal project professionals who bring expertise in public procurement, design management, budget and schedule controls, construction administration, quality assurance, and stakeholder engagement.



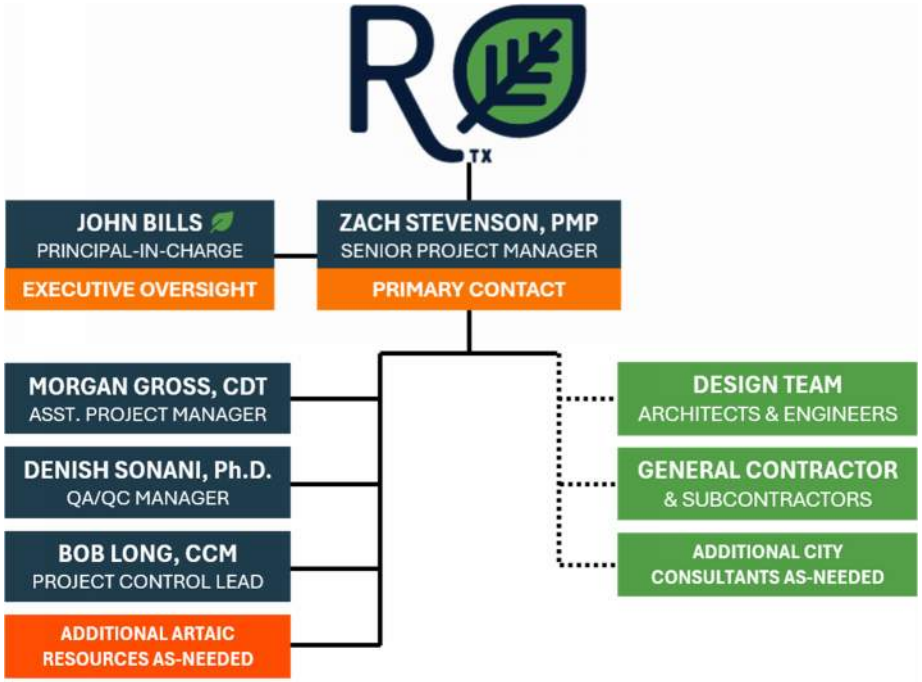
AUTHORIZED REPRESENTATIVE

John Bills, LEED AP
Principal-in-Charge | Co-Owner
P: 720-201-6373 | E: John.Bills@ArtaicGroup.com

PROJECT TEAM

- Zach Stevenson, PMP – Senior Project Manager / Primary Contact
- John Bills, LEED AP – Principal-in-Charge
- Morgan Gross, CDT – Assistant Project Manager
- Bob Long, CCM – Project Controls Lead
- Denish Sonani, PhD – QA/QC Manager

ORGANIZATIONAL STRUCTURE



THE PEOPLE BEHIND THE PROJECT

Local leadership, specialized expertise, clear accountability.

PROJECT LEADERSHIP

The City of Rollingwood will be supported by a dedicated Texas-based team led by Senior Project Manager **Zach Stevenson, PMP**, who will serve as the City's primary point of contact and day-to-day Owner's Representative throughout planning, design, procurement, construction, and closeout. **Based in Austin,** Zach is supported by Texas-based project management and project controls professionals who provide local responsiveness and day-to-day project support.

Supporting the local team are experienced executive leadership and project controls resources from Artaic Group's national organization. This includes Certified Construction Manager (CCM) Bob Long, who has supported numerous Texas projects and will provide estimating, constructability review, cost management, and project controls expertise throughout the project lifecycle. Level of effort will vary by phase and each team member's role on the project. Below are projections that we will refine with the City of Rollingwood as we develop the final staffing plan.

TEAM MEMBER	RESPONSIBILITIES	LEVEL OF EFFORT
Zach Stevenson, PMP Senior Project Manager	Overall project leadership, Project leadership, stakeholder coordination, procurement, budget and schedule oversight, City communications	40-60%
Morgan Gross, CDT Assistant Project Manager	Design coordination, documentation, procurement support, budget tracking, meeting management	30-50%
Bob Long, CCM Project Controls Lead	Cost estimating, constructability review, budget management, change order review	10-20%
Denish Sonani, PhD QA/QC Manager	Schedule oversight, reporting, risk management, project controls support	10-20%
John Bills, LEED AP Principal-in-Charge	Executive oversight, strategic guidance, escalation support, major milestone reviews	5-10%

TEAM AT A GLANCE

Primary Point of Contact
Zach Stevenson, Senior Project Manager
P: (512) 468-7302
E: Zachary.Stevenson@ArtaicGroup.com

Project Delivery Expertise
Design-Bid-Build
CMAR / CMGC
Design-Build

Municipal Market Experience
City Halls & Municipal Buildings
Fire Stations & Public Safety Facilities
Police Facilities & Justice Centers
Public Works Facilities
Utility & Infrastructure Projects

Texas Presence
Dallas-Fort Worth Region
Austin Region

Depth When You Need It
50 Project Management Professionals Nationwide
Specialized Procurement, Scheduling, Cost Management and QA/QC Resources
Scalable Support Without Changing Your Core Project Team



PROJECT TEAM & QUALIFICATIONS



ZACH STEVENSON, PMP

Senior Project Manager | Primary Contact
22 Years Experience | 1 Year at Artaic Group

EDUCATION
BS, Construction Management, Texas A&M University

CERTIFICATIONS
LEED Green Associate
Project Management Professional (PMP)

Zach is a construction and program management professional with more than 22 years of experience leading complex public-sector and institutional capital projects. His background includes serving in leadership roles ranging from Superintendent and Project Manager to Project Director and Vice President, providing him with a comprehensive understanding of project delivery from planning and design through construction and occupancy.

He is responsible for developing and managing master program budgets and schedules, overseeing multidisciplinary project teams, and implementing standardized project controls to support successful outcomes. His collaborative leadership style and extensive experience managing large capital programs help public agencies navigate complex projects while maintaining accountability, transparency, and alignment with organizational goals.

RELEVANT EXPERIENCE

- Austin Surf Club Mixed Use Development, PPV / Discovery Land Company, Austin, TX
- New City Hall, City of Mansfield, TX
- ARFF Fire Station No. 9, City of Denton, TX
- Solid Waste and Fleet Facility, City of Denton, TX
- Public Safety Building, City of Roanoke, TX
- Austin River Park Entertainment Venue, AEG Presents, Austin, TX
- 2024 Bond Program, Round Rock Independent School District, Round Rock, TX
- 2019 Bond Program, Manor Independent School District, Manor, TX ($280M, 8 projects)



MORGAN GROSS, CDT

Assistant Project Manager
2 Years Experience | 2 Year at Artaic Group

EDUCATION
BS, Exercise Science, University of Colorado

CERTIFICATIONS
Certified Construction Documents Technologist (CDT)
CPR/AED Certified

Morgan is an emerging Assistant Project Manager at Artaic Group, bringing strong organizational skills, an entrepreneurial mindset, and a deep curiosity for the construction and real estate development process. A 2024 graduate of the University of Colorado, Morgan earned her degree in Exercise Science summa cum laude and quickly transitioned into the world of real estate through a hands-on mentorship focused on development, construction, and investment.

Her interest in construction stems from a long-standing desire to understand how projects evolve from concept to completion. After contemplating a shift into engineering to deepen her industry knowledge, Morgan connected with Artaic Group's leadership and joined the team to gain real-world experience. Prior to Artaic, she supported a nonprofit developer on a private high school build, participated in deal analysis and capital raising efforts, and developed budgets and presentations for high-stakes investor meetings.

RELEVANT EXPERIENCE

- New City Hall, City of Mansfield, TX
- Mansfield Fire Station 1, City of Mansfield, TX
- Animal Care Facility, City of Mansfield, TX
- Tittle McFaden Public Safety Center, City of Lewisville, TX
- Austin Surf Club Mixed Use Development, PPV / Discovery Land Company, Austin, TX
- Public Works Facility, City of Lone Tree, CO
- New Justice Center, City of Lone Tree, CO
- High Note Park, City of Lone Tree, CO

PROJECT TEAM & QUALIFICATIONS



BOB LONG, CCM

Project Controls Lead
21 Years Experience | 2 Years at Artaic Group

EDUCATION
BSBA, Colorado State University

CERTIFICATIONS
Certified Construction Manager (CCM)
OSHA 30-Hour Certification

Bob is an experienced and detail-oriented Project Manager with more than 20 years of experience leading complex construction and capital improvement projects. Throughout his career, he has successfully managed a diverse portfolio of municipal, government, hospitality, commercial, and residential developments, bringing a strong understanding of public-sector project delivery, stakeholder coordination, permitting, and regulatory compliance. His expertise spans project planning, land use entitlements, procurement, design management, construction administration, and project closeout.

Bob excels at guiding projects through all phases of development while maintaining focus on budget, schedule, quality, and long-term operational goals. He has extensive experience coordinating with local municipalities, public agencies, consultants, contractors, and community stakeholders to successfully navigate complex approvals and project challenges.

RELEVANT EXPERIENCE

- New City Hall, City of Mansfield, TX
- Mansfield Fire Station 1, City of Mansfield, TX
- Animal Care Facility, City of Mansfield, TX
- Austin Surf Club Mixed Use Development, PPV / Discovery Land Company, Austin, TX
- Office Remodel, Fort Collins Utilities, Fort Collins, CO
- Capital Improvements, City of Fort Collins, Fort Collins, CO
- 2024 Bond Program, Weld School District RE-9, Ault, CO ($89M, 3 projects)



DENISH SONANI, PH.D.

QA/QC Manager
8 Years Experience | 1 Year at Artaic Group

EDUCATION
Ph.D. in Management, Campbellsville University
MS, Construction Management, University of Texas

CERTIFICATIONS
Procore Certified Project Manager

Denish is a Senior Project Manager with more than eight years of experience supporting complex public-sector capital programs and infrastructure projects. His background includes owner-side project delivery for municipal, transportation, education, and government clients, with expertise in budgeting, procurement, design management, schedule analysis, risk mitigation, and construction oversight. He has contributed to multi-phase capital programs exceeding $1 billion in total value, helping public agencies successfully navigate stakeholder coordination, funding requirements, regulatory compliance, and project delivery from planning through closeout.

Denish recently earned his PhD in Management, with research focused on AI-driven predictive analytics for construction risk management and cost control. He brings a strategic, analytical approach to capital project delivery, helping agencies maximize accountability, efficiency, and long-term value from their infrastructure investments.

RELEVANT EXPERIENCE

- 2019 Bond Program, Manor Independent School District, Manor, TX ($280M, 8 projects)
- 2018 & 2024 Bond Program, Round Rock Independent School District, Round Rock, TX
- Austin Surf Club Mixed Use Development, PPV / Discovery Land Company, Austin, TX
- Multifamily Development, Lifestyle Communities, Leander, TX (400+ units)
- Multifamily High-Rise Apartments, Teixeira Duarte, Dallas, TX
- Mixed-Use Development, Thakkar Developers, Dallas, TX



JOHN BILLS, LEED AP

Principal-in-Charge

26 Years Experience | 5 Years at Artaic Group

EDUCATION

BS, Engineering, Colorado School of Mines

CERTIFICATIONS

LEED Accredited Professional

John is a seasoned project executive with extensive experience leading complex public-sector capital programs from planning through occupancy. His expertise includes strategic project leadership, stakeholder engagement, funding and financing coordination, procurement, contract negotiations, budget management, schedule oversight, and risk mitigation. He has successfully guided municipal, civic, transportation, and community-focused projects by aligning owner objectives with practical implementation strategies and maintaining accountability throughout the project lifecycle.

John excels at building consensus among public agencies, elected officials, community stakeholders, consultants, and contractors to drive successful project outcomes. His experience in capital planning, public engagement, and sustainable project delivery helps public owners maximize community value while maintaining accountability, efficiency, and long-term performance.

RELEVANT EXPERIENCE

- New City Hall, City of Mansfield, TX
- Mansfield Fire Station 1, City of Mansfield, TX
- Animal Care Facility, City of Mansfield, TX
- Tittle McFaden Public Safety Center, City of Lewisville, TX
- Austin River Park Entertainment Venue, AEG Presents, Austin, TX
- Austin Surf Club Mixed Use Development, PPV / Discovery Land Company, Austin, TX
- New Justice Center, City of Lone Tree, CO
- City Hall Building Conversion, City of Brighton, CO
- Police & City Hall Adaptive Reuse, City of Durango, CO

MUNICIPAL EXPERIENCE SNAPSHOT

Artaic Group has supported municipal clients across the country on city halls, public safety facilities, public works projects, utility infrastructure, recreation facilities, and capital improvement programs. Representative experience includes:

Administrative / Office / City Hall

- New City Hall, City of Mansfield, TX
- Town Hall Remodel & Safety Upgrades, Town of Windsor, CO
- Admin Building Renovation, City of Lone Tree, CO
- Town Hall Remodel, Town of Erie, Erie, CO
- City Hall Renovation, City of Westminster, CO
- City Hall Building Conversion, City of Brighton, CO

Public Safety

- Mansfield Fire Station 1, City of Mansfield, TX
- Tittle McFaden Public Safety Center, City of Lewisville, TX
- Lewisville Fire Training Structures, City of Lewisville, TX
- Fire Station #13, City of Fort Lauderdale, FL
- EMS Facility #88, City of Fort Lauderdale, FL
- Fire Station No. 7, City of Hallandale Beach, FL
- Police Department & City Hall, City of Durango, CO
- New Civic Campus Municipal Building, City of Golden, CO
- New Justice Center, City of Lone Tree, CO
- New Municipal Courthouse, City of Westminster, CO
- New Police Station, City of Evans, CO
- Fire Stations #7 and #3, City of Westminster, CO
- New Police Facility, Town of Mead, CO

Public Works / Transit / Fleet

- Public Works Facility, City of Hallandale Beach, FL
- Service Center Renovation & Expansion, City of Lafayette, CO
- Summit Stage Transit Headquarters & Operations Center Building, Summit County, CO
- Public Works Facility, City of Lone Tree, CO

Recreation

- Bob Burger Rec Center Renovation & Expansion, City of Lafayette, CO
- Peter Bluesten Park, Golden Isles Tennis Complex, City of Hallandale Beach, FL

PROJECT TEAM & QUALIFICATIONS









Artaic Group is providing comprehensive Owner's Representative services for three major capital projects for the City of Mansfield, Texas, including the new City Hall, Fire Station No. 1, and Animal Care & Control Facility. Collectively representing approximately $130 million in public investment, these projects demonstrate our ability to successfully manage multiple concurrent municipal initiatives while maintaining alignment with stakeholder expectations, budgets, schedules, and operational goals.

Serving as an extension of City staff, Artaic provides leadership throughout planning, procurement, design, construction, and closeout while coordinating with elected officials, municipal departments, design consultants, and contractors. The program includes the recently completed 17,000 SF Fire Station No. 1, a new 70,000 SF City Hall (under construction), and a modern Animal Care & Control Facility (in close-out) designed to enhance municipal services and support future community needs.

Across all three projects, Artaic Group is responsible for project governance, procurement support, budget and schedule management, stakeholder coordination, quality assurance, risk management, and construction oversight. Our team's role is focused on maintaining accountability, supporting informed decision-making, and helping the City successfully deliver complex capital projects on behalf of its residents.

PROJECT TEAM & QUALIFICATIONS



LEWISVILLE PUBLIC SAFETY CENTER
Lewisville, TX

The Lewisville Public Safety Headquarters is a transformative civic investment designed to serve as the operational heart of public safety services for the City of Lewisville, a community of more than 133,000 residents. As part of the larger **Tittle McFadden Public Safety Complex**, the 99,273 SF facility consolidates critical emergency response, public safety administration, and emergency management functions into a single, highly resilient campus. The two-story complex serves as the headquarters for the City's police and fire departments and includes a central fire station, police, fire, and EMS dispatch center, Emergency Operations Center (EOC), support facilities, and structured parking. Strategically connected to the City's library and jail facilities, the project enhances operational coordination while creating a centralized hub for emergency services and community safety.

Designed to support both day-to-day operations and emergency response during critical events, the facility incorporates numerous specialized spaces and systems. The fire station includes five apparatus bays, firefighter living quarters, training and support areas, and a commercial kitchen. The public safety administration building features a 15,000 SF storm shelter that houses the Emergency Operations Center and backup dispatch center, providing continuity of operations during severe weather and disaster events. A second hardened shelter is located within the fire station to further support emergency preparedness. The facility also includes a significant public component through its permanent 9/11 Memorial, which honors first responders lost during the attacks and incorporates an original steel I-beam recovered from the World Trade Center.

The project's design and construction required extensive coordination due to the complexity of the facility's technology, communication, and life-safety systems. Critical infrastructure included multiple emergency communications platforms, fire alerting and alarm systems, Motorola and Axon technologies, luxury lighting controls, advanced HVAC systems, dual emergency generators, automatic transfer switches, and a sophisticated low-voltage network connecting a main MDF room and eight IDF rooms across multiple buildings and systems. Architectural features further elevated the project, including imported Italian tile finishes, polished concrete floors, custom millwork "heartbeat walls" symbolizing the heartbeat of the city, terrazzo stair systems, and architecturally exposed blackened steel stairways and railings throughout the campus.

Artaic Group is providing comprehensive program management services throughout planning, preconstruction, construction, and closeout. Responsibilities include budget development and management, cost control, schedule oversight, procurement support, FF&E budgeting and procurement management, construction administration, documentation management, and financial closeout. One of the project's greatest challenges involved maintaining budget accountability while accommodating significant design evolution, technology integration, and complex constructability requirements. Through proactive coordination, rigorous project controls, and disciplined management of stakeholder expectations, Artaic Group has helped guide this taxpayer-funded investment toward successful delivery while ensuring the City receives a resilient, high-performance public safety facility that will serve the community for generations to come.



PROJECT TEAM & QUALIFICATIONS



Artaic Group is currently serving as the Owner's Representative **for four major capital projects** that will help shape the future of the City of Lone Tree: the new Justice Center, the Public Works Renovation and Addition, High Note Regional Park and an Admin Building. Together, these projects represent more than $85 million in public investment and demonstrate Artaic Group's ability to manage multiple concurrent municipal initiatives while coordinating diverse stakeholders, funding sources, design teams, and construction partners. Through comprehensive project management services, Artaic Group provides budget and schedule oversight, procurement support, design and construction management, risk mitigation, stakeholder coordination, and quality assurance to ensure successful project delivery.

The program includes the new 35,000 SF Justice Center, which will combine Police Headquarters and Municipal Court operations into a landmark civic facility within the RidgeGate East development; a 29,480 SF Public Works Facility expansion featuring new offices, maintenance shops, wash bays, salt storage, and covered fleet operations; and the 80-acre High Note Park, a regional destination that will include multipurpose athletic fields, trails, event spaces, amphitheater, dog park, playgrounds, restaurant amenities, and community gathering areas.

Each project presents unique challenges, including complex stakeholder coordination, phased construction, utility and site constraints, grant funding, operational continuity requirements, and budget management in a volatile construction market. Artaic Group has helped guide these projects through planning, design, procurement, and construction while maintaining alignment with the City's long-term vision, growth objectives, and commitment to responsible stewardship of public funds.





PROJECT TEAM & QUALIFICATIONS



Austin Surf Club is a mixed-use destination currently under development in Austin, Texas, centered around a state-of-the-art surf lagoon and supported by luxury residential, hospitality, recreational, and community amenities. The master-planned development includes more than 140 residential units, multiple amenity facilities, food and beverage venues, wellness and fitness spaces, recreational amenities, extensive site infrastructure, and supporting utility improvements. The project requires coordination across multiple stakeholders, consultants, contractors, utility providers, permitting agencies, and local jurisdictions.

Artaic Group, is providing program and project management services to support project delivery from procurement through construction. Responsibilities include contractor procurement and negotiations, budget and schedule management, project controls, information management, risk management, pay application review, change order evaluation, quality management oversight, and coordination of site development and infrastructure activities.

Working within a complex regulatory and permitting environment, our team has collaborated closely with local authorities having jurisdiction (AHJs), utility providers, consultants, contractors, and ownership stakeholders to facilitate project approvals, coordinate infrastructure improvements, resolve permitting challenges, and maintain alignment across the development team. The project demonstrates our ability to manage large-scale developments involving multiple stakeholders, overlapping project components, and extensive coordination requirements while maintaining focus on project objectives, communication, and accountability.





STAFFING & AVAILABILITY

The City has indicated that development of the project schedule will be an early responsibility of the Owner's Representative. Artaic Group has assembled a dedicated team with the availability and capacity necessary to support the City Hall Improvements Project from planning through closeout. Regardless of the final project schedule, the proposed team is committed to providing continuity throughout the project lifecycle and maintaining consistent support during key planning, procurement, design, and construction activities.

Artaic Group's staffing approach combines dedicated project leadership with the resources of a national Owner's Representation firm. This structure provides the City with a consistent project team while maintaining access to additional technical and project management resources as project needs evolve, helping ensure project milestones, deadlines, and City expectations are successfully met.

REGULATORY KNOWLEDGE & COMPLIANCE

Artaic Group's municipal and public-sector experience includes navigating permitting, code review, procurement requirements, accessibility standards, utility coordination, and agency approvals throughout project delivery. As the Owner's Representative, we help identify regulatory requirements early, track approvals, coordinate with reviewing agencies, and support the City in maintaining compliance from planning through occupancy.

Relevant areas of experience include:

- Building Codes (IBC, IFC and local amendments)
- ADA Accessibility Requirements
- Public Procurement Requirements
- Municipal Development & Zoning Regulations
- Environmental Compliance Requirements
- Stormwater & Drainage Requirements
- State & Local Permitting Processes
- Life Safety & Public Safety Standards
- Construction Contract Administration



EVANS POLICE STATION & ADMIN BUILDING PROGRESS PHOTO

SUBCONSULTANTS

Artaic Group does not propose the use of subconsultants for this assignment. All requested Owner's Representative services will be provided directly by Artaic Group personnel.

GUIDING THE PROJECT FROM VISION TO OCCUPANCY

Helping the City make informed decisions, manage risk, and maintain alignment from planning through closeout.

PROJECT UNDERSTANDING & KEY CONSIDERATIONS

Artaic Group understands that the City Hall Improvements Project represents more than a facility improvement—it is an investment in the long-term operational needs of the City of Rollingwood and Travis County Emergency Services District No. 9. The project will require thoughtful planning, informed decision-making, and disciplined project management to balance scope, budget, schedule, operational requirements, and stakeholder expectations throughout the project lifecycle.

Based on our understanding of the project and the City's goals, several key considerations will influence the overall success of the project:

- Evaluation of renovation versus replacement alternatives
- Establishment of a realistic project budget and implementation schedule
- Selection of the most appropriate project delivery method
- Procurement of qualified design and construction partners
- Maintaining alignment between scope, budget, and schedule throughout planning and design
- Supporting City leadership and City Council through key project decisions
- Maintaining operational continuity for both the City and ESD throughout implementation
- Managing project risks proactively to support successful project delivery

Artaic Group's role is to help the City navigate these decisions with confidence by providing objective recommendations, transparent communication, disciplined project controls, and proactive leadership from planning through closeout.

PLANNING, PROCUREMENT & DESIGN MANAGEMENT

Artaic Group believes the greatest opportunity to influence project success occurs during the earliest phases of planning and design. Our initial focus will be helping the City refine project objectives, validate project requirements, evaluate renovation versus replacement alternatives, and establish a realistic budget and implementation strategy aligned with the City's operational and financial goals.

Working closely with City leadership and ESD representatives, we will facilitate informed decision-making regarding project scope, delivery method, procurement strategy, and project priorities. As the project advances, our team will assist with the procurement and selection of design and construction partners, development of the overall project schedule, and establishment of project controls that support accountability throughout the project lifecycle.

Throughout design, Artaic Group will provide active oversight of scope development, budget alignment, schedule performance, constructability, and coordination efforts. Our objective is to identify potential issues early, support timely decision-making, and maintain alignment between the City's vision, available funding, and long-term operational needs.

PLANNING & PROCUREMENT	DESIGN MANAGEMENT
Assist with project definition and scope refinement	**Monitor design progression and scope alignment**
Evaluate renovation versus replacement alternatives	**Review constructability and coordination considerations**
Recommend delivery and procurement strategies	**Track budget and schedule impacts throughout design**
Support architect and contractor procurement	**Identify risks and potential cost impacts early**
Develop project schedules and milestone plans	**Facilitate stakeholder coordination and decision-making**
Establish project controls and reporting procedures	**Support value engineering and cost management efforts**

CONSTRUCTION PHASE OVERSIGHT

During construction, Artaic Group will serve as the City's advocate and central point of coordination, helping maintain alignment between the City, ESD, design team, contractor, and other project stakeholders. Our role is not to direct the contractor's means and methods, but to provide independent oversight, monitor project performance, and support informed decision-making throughout construction.

The team will actively monitor budget performance, schedule progress, quality objectives, and risk factors while facilitating communication among project participants. Particular attention will be given to change management, cost control, schedule impacts, and maintaining continuity of operations for the City and ESD throughout construction.

CONSTRUCTION OVERSIGHT	PROJECT CONTROLS
Facilitate coordination among project stakeholders	**Monitor budget performance and contingency usage**
Attend project meetings and provide meeting documentation	**Track schedule performance and milestone completion**
Conduct routine site observations	**Review pay applications and contractor reporting**
Monitor quality and contract compliance	**Evaluate change orders and potential impacts**
Support issue resolution and decision-making	**Maintain risk and action item tracking**
Coordinate inspections, testing, and punch list activities	**Provide regular project status reporting**

COMMUNICATION, REPORTING & OWNER ADVOCACY

Clear communication and informed decision-making are central to Artaic Group's approach. As the City's Owner's Representative, we will establish communication protocols, reporting procedures, and decision-making processes early in the project to support transparency, accountability, and efficient coordination among all project stakeholders.

Throughout planning, design, procurement, and construction, our team will facilitate communication between the City, ESD, design consultants, contractors, utility providers, and regulatory agencies while helping identify issues early and supporting timely resolution. Particular attention will be given to maintaining alignment between project scope, budget, schedule, and stakeholder expectations as the project evolves.

Artaic Group will also support City leadership through regular project updates, budget and schedule reporting, risk tracking, meeting facilitation, and presentations as needed. Our objective is to provide clear, actionable information that allows the City to make informed decisions with confidence throughout the project lifecycle.







SCOPE OF SERVICES

PROJECT CONTROLS	CITY DELIVERABLES
Budget forecasting & cost tracking	**Monthly progress reports**
Schedule monitoring & milestone tracking	**Budget and cost reports**
Change order & contingency management	**Schedule status updates**
Risk identification & mitigation tracking	**Risk and action item logs**
Procurement & contract tracking	**Procurement documentation**
Meeting facilitation & decision tracking	**Meeting agendas and minutes**



CLOSEOUT & TRANSITION SUPPORT

Artaic Group believes a successful project is not complete until the City has received all required documentation, training, and support necessary to successfully operate and maintain the facility. As construction nears completion, our team will coordinate substantial completion activities, punch list management, final inspections, closeout documentation, and occupancy planning to support a smooth transition from construction to operations.

Our team will verify delivery of project record documents, operations and maintenance manuals, warranties, training documentation, and other closeout requirements while tracking completion of outstanding items through final acceptance. Following occupancy, Artaic Group will remain available to support warranty coordination and resolution of outstanding issues as needed.

- Coordinate punch list development and completion
- Facilitate substantial completion and final acceptance activities
- Verify delivery of record drawings, O&M manuals, and warranties
- Support staff training and occupancy planning efforts
- Track outstanding issues through final resolution
- Assist with warranty coordination and follow-up

THE ARTAIC DIFFERENCE

PLANNING	DESIGN	CONSTRUCTION	CLOSEOUT
Define goals	**Maintain alignment**	**Monitor performance**	**Lead Turnover**
Evaluate options	**Control costs**	**Manage risk**	**Complete documentation**
Procure partners	**Review constructability**	**Track progress**	**Coordinate warranties**
Establish controls	**Support decisions**	**Facilitate communication**	**Final project acceptance**

REFERENCES

The following references represent clients for whom Artaic Group has provided Owner's Representation, project management, and advisory services on projects similar in scope, complexity, and delivery approach to the City Hall Improvements Project.

CLIENT / AGENCY	PROJECTS	DESCRIPTION OF WORK	CONTACT	TEAM MEMBERS
City of Mansfield	Fire Station No. 1 Animal Care & Control Facility New City Hall	Owner's Representative services for the City of Mansfield's capital improvement program, including the new City Hall, Fire Station No. 1, and Animal Care & Control Facility.	Kristen Petree Capital Projects Manager P: 817-276-4260 E: Kristen.Petree@Mansfieldtexas.gov	Zach Stevenson Morgan Gross Bob Long John Bills
City of Lewisville	Tittle McFadden Public Safety Complex	Owner's Representative and program management services for the City of Lewisville's 99,273 SF Public Safety Headquarters.	Chris Presley Internal Facilities Manager P: 972-730-4555 E: Cpresley@Cityoflewisville.com	Morgan Gross
City of Lone Tree	Public Works Facility New Justice Center High Note Park Admin Building Renovation	Owner's Representative services for the City of Lone Tree's Justice Center, Public Works Facility, High Note Regional Park, and municipal administrative facility projects, providing leadership from planning through construction.	Justin Schmitz Director of Public Works & Mobility P: 720-509-1244 E: Justin.Schmitz@Cityoflonetree.com	John Bills Morgan Gross
Discovery Land Company	Austin Surf Club Mixed-Use Development	Program and project management services for Austin Surf Club, a mixed-use development featuring a world-class surf lagoon, luxury residential community, and destination amenities.	Mark Mansheim Former Director of Development DLC P: 808.354.1985 E: Mmansheim@cabodelsol.com	Denish Sonani Zach Stevenson John Bills Bob Long

VERIFYING THE DETAILS, PROTECTING THE OUTCOME

Independent oversight, disciplined project controls, and informed decision-making.

Artaic Group's quality management approach is built on independent verification, proactive issue identification, and disciplined project controls. As the City's Owner's Representative, our role is to provide an additional layer of oversight throughout planning, design, procurement, construction, and closeout to help ensure project decisions, documents, and deliverables align with project goals, budget constraints, schedule requirements, and quality expectations.

DESIGN & DOCUMENT REVIEW

During planning and design, our team reviews project documents to verify consistency, completeness, constructability, and alignment with the City's objectives. Reviews include:

- Cross-referencing drawings and specifications
- Constructability reviews
- Scope gap identification
- Cost estimate validation
- Schedule milestone verification
- Value engineering opportunities
- Coordination between disciplines

PROCUREMENT & CONTRACT REVIEW

Artaic Group provides oversight throughout consultant and contractor procurement to support a fair, transparent, and defensible selection process.

- RFQ and RFP reviews
- Proposal compliance evaluations
- Bid tabulation verification
- Scope and fee comparisons
- Contract review support
- Procurement documentation tracking

COST, CHANGE & PAYMENT VERIFICATION

Protecting public funds is a core responsibility of our team. All financial information is independently reviewed prior to recommendation or approval.

- Cost estimate validation
- Schedule of values review
- Pay application verification
- Quantity verification
- Change order evaluation and negotiation support
- Budget forecasting and cash flow monitoring

CONSTRUCTION QUALITY OVERSIGHT

Throughout construction, Artaic Group maintains active oversight to monitor quality, progress, and compliance with the contract documents.

- Site observations and progress verification
- Review of inspection and testing reports
- RFI and submittal tracking
- Deficiency identification and resolution tracking
- Photo documentation
- Punch list coordination and closeout verification

PROJECT CONTROLS & ACCOUNTABILITY

Artaic Group maintains tracking systems for RFIs, submittals, change orders, budget updates, schedule updates, risk items, action items, and key project decisions. Each item is assigned ownership and tracked through completion to support accountability and timely resolution.

This disciplined quality assurance process provides the City with confidence that project information is being verified, risks are being identified early, and project decisions are supported by accurate and reliable data.

THE VALUE OF AN OWNER'S REPRESENTATIVE

Capital projects are often among the largest and most visible investments a municipality will make. While architects and contractors focus on design and construction, an Owner's Representative serves as the City's advocate—protecting the owner's interests, coordinating stakeholders, managing risks, and ensuring accountability throughout the entire project lifecycle. For a small city with limited staff resources, an experienced Owner's Representative provides the expertise and bandwidth needed to successfully navigate complex procurement processes, design decisions, budget challenges, and construction activities.

Artaic Group acts as an extension of City staff, allowing municipal leadership to remain focused on serving the community while we manage the day-to-day responsibilities associated with project delivery. Our team provides objective recommendations, independent oversight, and proactive management to help prevent costly delays, scope creep, budget overruns, and communication breakdowns before they occur. The result is a more efficient process, better-informed decision-making, and greater confidence that the project will meet the City's operational, financial, and long-term goals.

WITHOUT AN OWNER'S REP	WITH ARTAIC GROUP
City manages architect	Single point of accountability
City manages contractor	Independent owner advocacy
City manages budget	Budget stewardship
City manages schedule	Schedule management
City manages reporting	Executive reporting & transparency
City manages procurement	Procurement leadership
City manages risk	Proactive risk management
City manages quality control	Independent QA/QC oversight

MORE THAN PROJECT MANAGEMENT

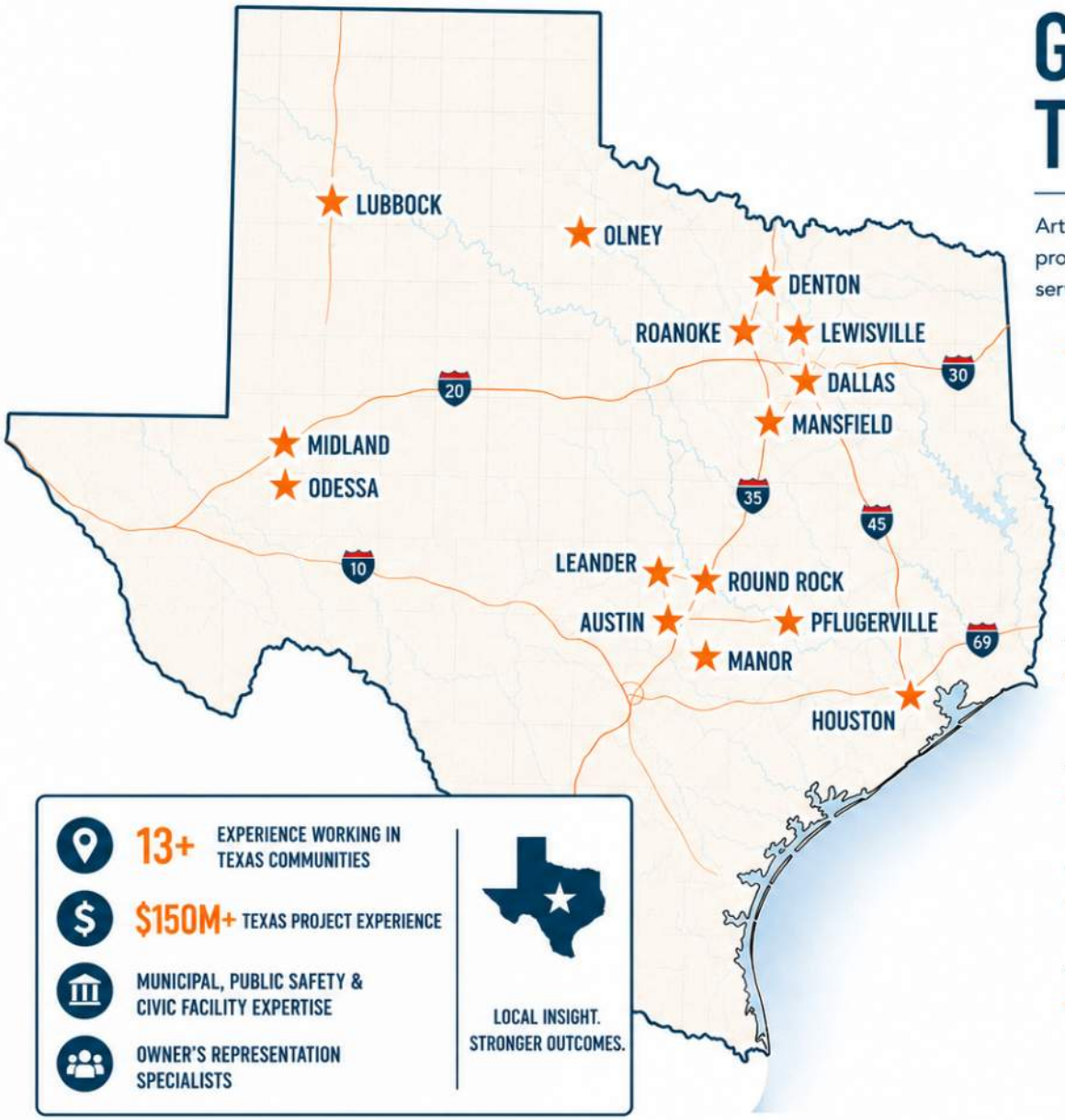
An Owner's Representative does more than manage meetings and track schedules. We create alignment between City leadership, consultants, contractors, public safety stakeholders, and community members while maintaining a singular focus on the City's interests.

Artaic Group helps municipal owners:

- Reduce staff burden and administrative workload
- Improve transparency and reporting
- Make informed decisions with confidence
- Maintain budget and schedule accountability
- Navigate procurement and contracting requirements
- Identify and mitigate project risks early
- Improve communication among stakeholders



LOCAL EXPERIENCE. NATIONAL RESOURCES.



GROWING TEXAS PRESENCE

Artaic Group is proud to partner with communities across Texas, providing owner's representation and program management services for public facilities and infrastructure projects.

- **MANSFIELD** — Municipal Capital Projects
- **ROUND ROCK** — ISD Bond Programs and Projects
- **LEWISVILLE** — Municipal Capital Projects
- **DALLAS** — Municipal Capital Projects
- **DENTON** — Municipal Capital Projects
- **LEANDER** — Multifamily Development
- **AUSTIN** — Private Development and Entertainment Venue
- **OLNEY** — Municipal Capital Projects
- **PFLUGERVILLE** — Municipal Capital Projects
- **HOUSTON** — Municipal Capital Projects
- **ROANOKE** — ISD Bond Programs and Projects
- **MIDLAND** — ISD Bond Programs and Projects, Higher Education Project
- **MANOR** — ISD Bond Programs and Projects
- **ODESSA** — Higher Education Project
- **LUBBOCK** — Higher Education Project

FROM VISION TO OCCUPANCY

Successful capital projects require more than managing design and construction—they require strategic leadership, clear communication, and disciplined oversight from the earliest planning discussions through final occupancy. As the City's Owner's Representative, Artaic Group serves as a trusted advisor and advocate throughout the project lifecycle, ensuring decisions are aligned with project goals, stakeholder expectations, budget constraints, and schedule commitments. Our structured approach provides the City of Rollingwood with a single source of accountability while reducing staff burden and helping navigate the complexities of public project delivery.

PLAN>>>PROCURE>>>DESIGN>>>CONSTRUCT>>>CLOSEOUT

PLAN

The foundation of every successful project begins with thoughtful planning. During this phase, Artaic Group works with City leadership and stakeholders to refine project goals, evaluate delivery methods, establish budgets, develop preliminary schedules, identify risks, and create a roadmap for project success. Our team helps ensure the City's needs are clearly defined before design and procurement activities begin.

PROCURE

Selecting the right project partners is critical to achieving successful outcomes. Artaic Group assists with the development of RFQs and RFPs, consultant and contractor procurement, proposal evaluations, interview facilitation, contract negotiations, and award recommendations. Our experience with public procurement processes helps ensure transparency, compliance, and selection of the most qualified team members.

DESIGN

Throughout design, we provide ongoing coordination between the City, architect, engineers, and other stakeholders while monitoring scope, budget, schedule, and quality. Our team performs design reviews, constructability assessments, cost estimate validation, value engineering evaluations, and risk assessments to identify issues early and maintain alignment with project objectives before construction begins.

CONSTRUCT

During construction, Artaic Group provides active oversight to monitor progress, manage communication, review pay applications, evaluate change orders, track project costs, and verify schedule performance. Through regular site observations and coordination meetings, we help resolve issues quickly, maintain accountability among project partners, and ensure construction activities remain aligned with the City's expectations.

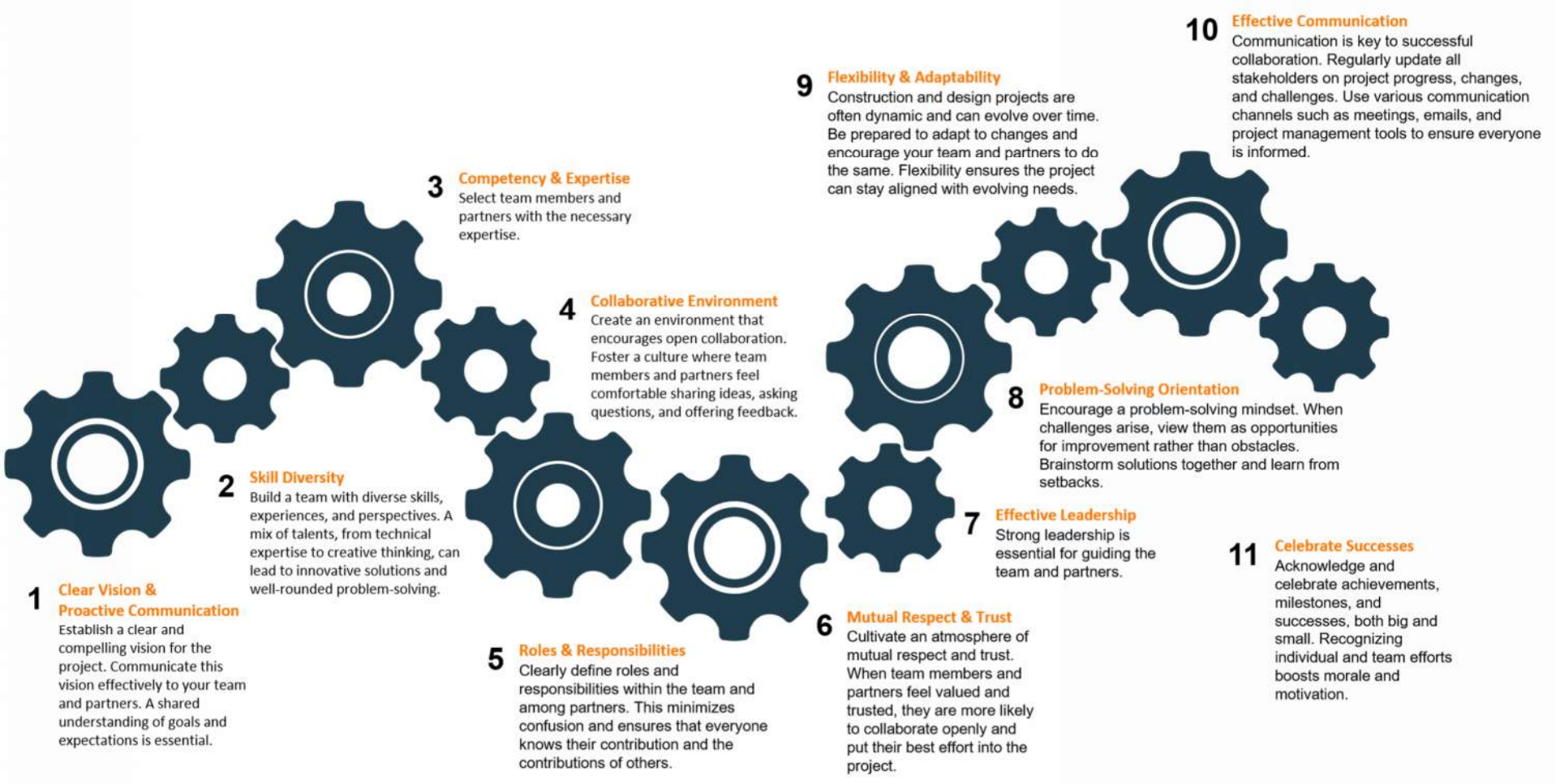
CLOSEOUT

As the project nears completion, our team manages the closeout process to ensure a smooth transition into occupancy. We coordinate punch list completion, verify record documents and warranties, review training requirements, monitor final testing and commissioning activities, and confirm all contractual obligations have been satisfied. The result is a complete, fully functional facility ready to serve the community from day one.



WHY MUNICIPAL OWNERS CHOOSE ARTAIC GROUP

The City of Rollingwood deserves a project partner that understands the unique challenges of public-sector project delivery. From managing stakeholder expectations and public procurement requirements to maintaining budget accountability and schedule performance, successful municipal projects require more than technical expertise—they require a trusted advocate focused solely on the owner's interests. As a dedicated Owner's Representation firm, Artaic Group provides the leadership, oversight, and accountability necessary to help the City confidently navigate every phase of project delivery.



1 Clear Vision & Proactive Communication
Establish a clear and compelling vision for the project. Communicate this vision effectively to your team and partners. A shared understanding of goals and expectations is essential.

2 Skill Diversity
Build a team with diverse skills, experiences, and perspectives. A mix of talents, from technical expertise to creative thinking, can lead to innovative solutions and well-rounded problem-solving.

3 Competency & Expertise
Select team members and partners with the necessary expertise.

4 Collaborative Environment
Create an environment that encourages open collaboration. Foster a culture where team members and partners feel comfortable sharing ideas, asking questions, and offering feedback.

5 Roles & Responsibilities
Clearly define roles and responsibilities within the team and among partners. This minimizes confusion and ensures that everyone knows their contribution and the contributions of others.

6 Mutual Respect & Trust
Cultivate an atmosphere of mutual respect and trust. When team members and partners feel valued and trusted, they are more likely to collaborate openly and put their best effort into the project.

7 Effective Leadership
Strong leadership is essential for guiding the team and partners.

8 Problem-Solving Orientation
Encourage a problem-solving mindset. When challenges arise, view them as opportunities for improvement rather than obstacles. Brainstorm solutions together and learn from setbacks.

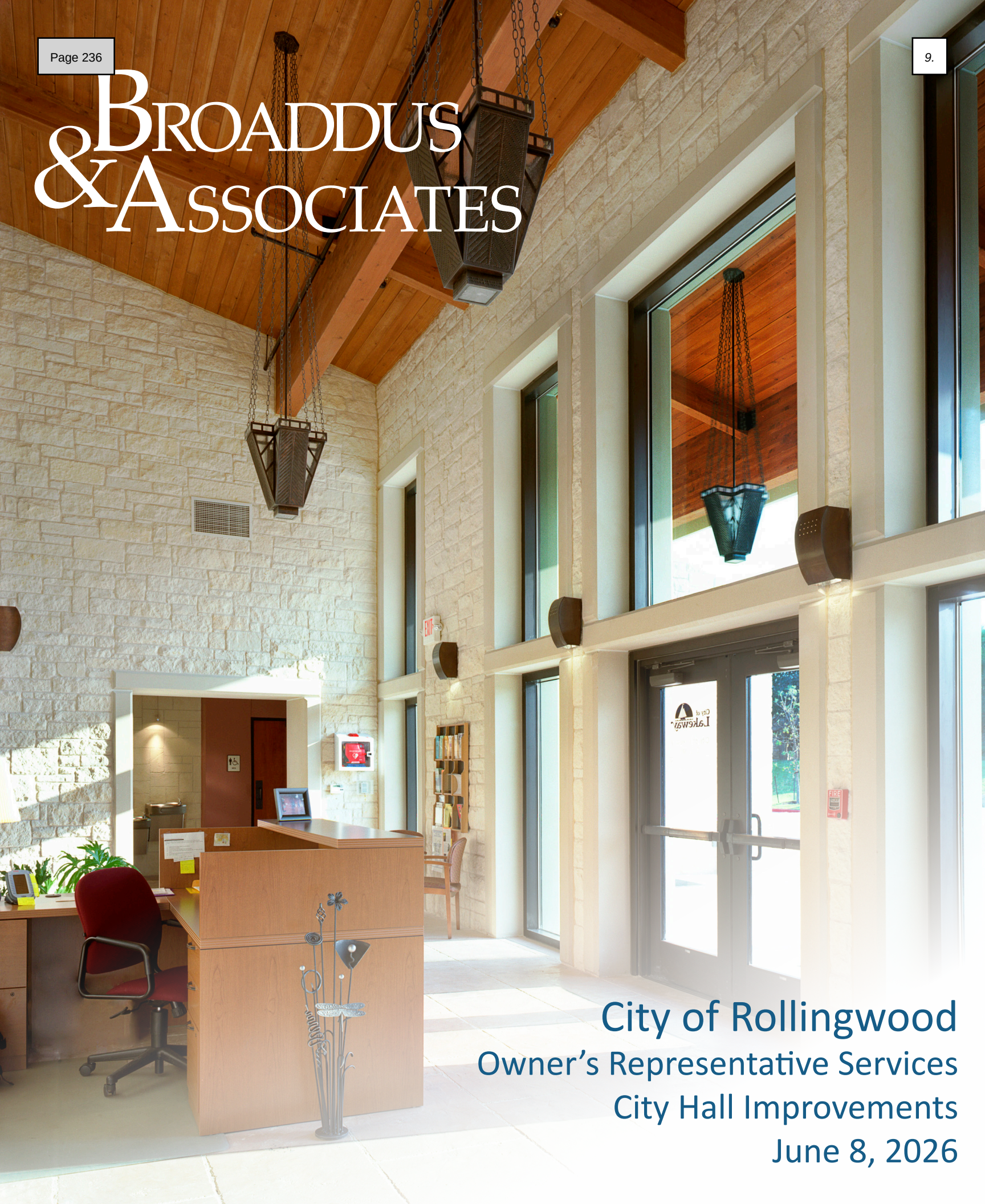
9 Flexibility & Adaptability
Construction and design projects are often dynamic and can evolve over time. Be prepared to adapt to changes and encourage your team and partners to do the same. Flexibility ensures the project can stay aligned with evolving needs.

10 Effective Communication
Communication is key to successful collaboration. Regularly update all stakeholders on project progress, changes, and challenges. Use various communication channels such as meetings, emails, and project management tools to ensure everyone is informed.

11 Celebrate Successes
Acknowledge and celebrate achievements, milestones, and successes, both big and small. Recognizing individual and team efforts boosts morale and motivation.


ARTAICGROUP

BROADDUS & ASSOCIATES



City of Rollingwood

Owner's Representative Services

City Hall Improvements

June 8, 2026

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June 8, 2026

Re: City of Rollingwood | Owner's Representative Services for City Hall Improvements

Dear Members of the Selection Committee,

Thank you for this opportunity to submit our interest and qualifications for this important engagement. We are a locally-based, privately-held, veteran-owned firm with 25 years of experience managing capital improvement programs for owners. This document details our understanding of the processes necessary to deliver complex, publicly funded projects on schedule, within budget, and in a manner that maximizes value.

With our proposed team's available resources, knowledge of the local construction landscape, established local relationships, and track record of successful delivery, we believe we're the ideal choice to serve the **City of Rollingwood**. The following unique aspects of our team differentiate our firm in the provision of the requested services:

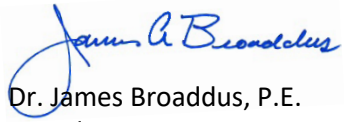
- **A Proven Record of Success with Cities, Counties, & Municipalities in Texas.** Most of our $25B in managed projects have been for public Texas entities. Texas-born and based, our team can be effective immediately due to our experience representing these institutional owners.
- **We are Local.** Our home office has been located less than 5 miles from your project site since our founding here 25 years ago. We understand **Rollingwood** is a special place within the Austin metro area, offering great city government, very responsive police protection, and Eanes ISD schools, where all six of my grandchildren attended.
- **Specific Project Experience.** Our public vertical projects in Texas have included ***more than 60 total city halls, police & fire stations***, courthouses, jails, hospitals, libraries, parks, public works, and emergency operations centers. We have significant experience in stakeholder needs assessments and existing facility condition assessments in the planning and pre-design phases in order to clearly define the Owners requirements for the project before procuring the designer and builder Project Delivery Team partners.
- **A Dedicated Local Team.** Our submitted team members are who you will be working with directly on this project. Alex Gonzales and Andy Siefker have a proven history of working together on complex municipal capital projects, combining executive-level strategy with hands-on project leadership to deliver successful outcomes for public sector clients like the cities of Pflugerville and Austin, and the Texas Facilities Commision.
- **We are Committed to Transparency.** We bring timely open communication and financial stewardship needed for public programs. We understand accurate project reporting for stakeholders is vital for taxpayer-funded initiatives.

- **Proven 14-Step Approach.** At Broaddus & Associates, we believe the most important phase of a project happens before design begins. Our structured 14-step approach ensures that owners enter procurement with clarity, confidence, and a strategy aligned to their goals—not assumptions. Our approach is intentionally structured to guide owners through this critical pre-design phase, establishing clarity, alignment, and informed decision-making before engaging designers and contractors. This front-end discipline ensures that project goals, risks, and delivery strategies are fully understood and aligned with organizational priorities—not assumed or deferred.
- **We are the Right Size for Rollingwood.** As a privately held firm, we elevate critical decisions, maximize value, proactively identify issues, and quickly deploy resources to best serve you. We offer the resources and portfolio of a large firm, with the flexibility and advocacy of a local Texas firm.

Finally, our team understands the importance of this project to your community and stands ready to serve **Rollingwood** in a manner consistent with your goals and values. Our team has the experience, leadership, and commitment to streamline the process, be innovative in every phase, obtain and make decisions in real time, control the budget, and drive the schedule while maintaining a passion for your mission. You can count on us to be your advocate and dramatically improve the building process. We appreciate this opportunity and are ready to successfully guide the **City of Rollingwood** through their City Hall improvements project and maximize every project dollar to achieve your goals.

Sincerely,

Broaddus & Associates



Dr. James Broaddus, P.E.
Founder

2. Firm Description

Broaddus & Associates appreciates the opportunity to partner with the **City of Rollingwood** as its Owner's Representative for the City Hall Improvements project. We understand the City's priority to make a prudent, data-driven decision regarding renovation versus replacement of the existing facility at 403 Nixon Drive while ensuring alignment with budget, operational needs, and long-term community value.

Our approach is grounded in providing objective, third-party guidance to municipal clients that are navigating complex decisions with finite funding. For **Rollingwood**, we will lead a structured needs assessment process to validate functionality needs, space test-fit options, and provide the City Council with clear, defensible recommendations prior to advancing design procurement and construction implementation.

Required Firm Details

Firm Name
Broaddus & Associates

Number of Years Providing Services
26 Years

Primary Point of Contact
Alex Gonzales, P.E., LEED AP | Vice President
Ph: 512.329.8822
AGonzales@BroaddusUSA.com

Office Managing Project
1301 S. Capital of Texas Hwy., Suite A-302
Austin, TX 78746
Ph: 512.329.8822

Broaddus & Associates is one of the leading providers of facilities program management, consulting, and planning services in the United States. **Since 2000, our firm has managed more than $25B in capital projects.** Operating from 7 regional Texas offices, our team includes architects, engineers, and construction professionals with an average of 25 years of experience per professional.

Broaddus & Associates is strongly positioned to provide Owner's Representative Services to the **City of Rollingwood** and lead this important project to successful completion.

Our firm has completed projects for more than 50 Texas municipalities throughout Texas. This experience informs our practical understanding of your priorities, including protecting public funds, supporting staff with clear decision support, and delivering projects that withstand public and Council scrutiny.

Broaddus & Associates is committed to serving the **City of Rollingwood** as a trusted extension of city staff—providing objective advice, disciplined management, and accountable results across all assignments under this RFQ.

Program & Project Management Services

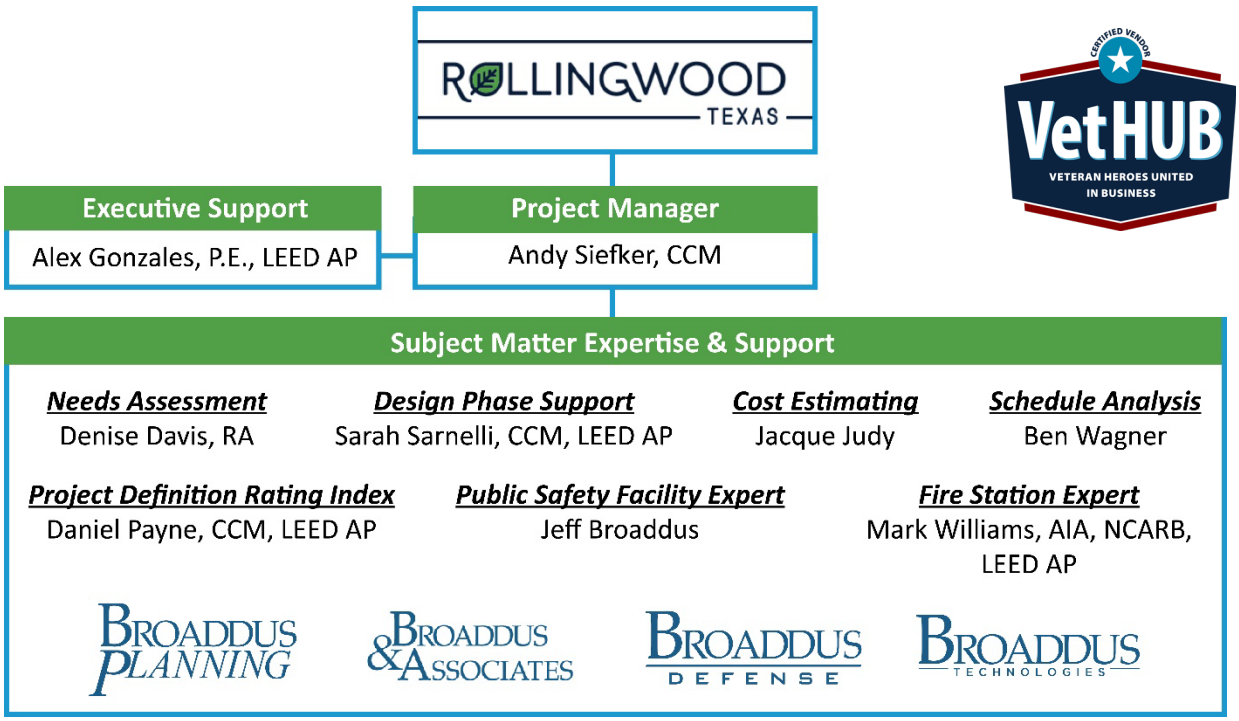
- Project Delivery Method Recommendations
- Commissioning & Start-up
- Constructability Review
- Construction Management & Inspection
- Contract Negotiation
- Cost Estimating & Project Budgeting
- Cost Database & Pricing Indices Consulting
- Design Phase Management
- Design Reviews & Milestones
- Facility Programming & Analysis
- FF&E/Turnover/Move Management
- Post-Project Audits
- Pre-Construction Services
- Pre-Project Planning
- Project Definition Rating Index Reviews
- Designer & Contractor Procurement Reviews
- Quality Assurance/Quality Control
- Total Project Scheduling
- CPM Scheduling Support Services

Organization Chart

Broaddus & Associates was founded in 2000 in Austin, TX, and now has more than 150 professionals working in 7 regional Texas offices. Broaddus & Associates is one of the nation's leading Program Management firms, having managed more than $25B in successfully delivered projects. We are a certified Service-Disabled, Veteran-Owned Small Business and verified VetHUB business in Texas.

Broaddus & Associates is committed to serving the **City of Rollingwood** and achieving the schedule objectives of the RFQ within the timeline established. The proposed team members shown below in **Exhibit 1** are immediately available to begin work upon notice to proceed. **Section 3** below presents a summary of our proposed staff's relevant qualifications and experience as well as their respective level of effort for each phase of the project.

Exhibit 1. Broaddus & Associates Organization Chart



$25B+
Total Projects Managed

50+
Texas Local Government Owners Served

$6B+
Central Texas Projects Managed

Understanding of Project Services & Coordination

Broaddus & Associates understands that the **City of Rollingwood** requires a specialized Owner's Representative who can provide executive-level leadership and coordination, disciplined communication, and defensible recommendations for your City Hall project. Our first step is to help the city make informed decisions by providing them with high-value decision-related information through an effective needs assessment. Subsequently, once the project is defined and ready for procurement of the Project Delivery Team, Broaddus & Associates will ensure that the procurement documentation and processes are clear, comprehensive, and efficiently executed.

Once the Project Delivery Team is selected and onboarded, Broaddus & Associates will ensure information flows efficiently between all parties, while maintaining clear lines of responsibility and authority.

Effective and value-added coordination is achieved through structured communication protocols, regular progress reporting, documented action items, and early issue escalation. We focus on aligning scope, budget, and schedule at each phase so city staff and leadership have confidence that projects remain consistent with approved objectives. As explained in **Section 4** below, our approach to the pre-requisite needs assessment, followed by a structured "best-value decision matrix" evaluating renovation, expansion, and new construction scenarios.

Central Texas Experience

The Broaddus & Associates Team will manage this important **City of Rollingwood** project from our Austin office just a few miles from your project site. We will utilize experience from a significant portfolio of managed projects for area public entities, including Eanes ISD, Travis County, Bastrop County, Williamson County, Comal County, Hays County, University of Texas, Employees Retirement System of Texas, and the Cities of Austin, San Marcos, Buda, Georgetown, and Lakeway.


Travis County ESD #3 | Austin, TX

Relevant Project Experience


City of El Paso | Children's Museum | El Paso, TX

The best way to briefly convey our specialized experience is through our portfolio of completed work. Broaddus & Associates has extensive experience providing Owner's Representative Services on city halls, police and fire stations, and other public safety facilities. We understand the specialized requirements associated with these facilities and will work closely with the city to ensure delivery of a first-class facility for the **City of Rollingwood**. A select list of these projects includes the following:

- **Alamo Colleges | First Responders Academy**
- Aransas County | Courthouse
- **Bastrop County | Fire Station #4**
- Bastrop County | Law Enforcement Annex Needs Assessment
- Bastrop County | Tax Assessor's Office
- Brazos County | Medical Examiner's Office
- Brazos County | Office Building Program
- Caldwell County | Judicial Center Needs Assessment
- **City of Austin | City Hall**
- **City of Benbrook | Municipal Complex**
- **City of Buda | City Hall & Safety Center**
- City of Buda | Public Library
- **City of Clearwater | City Hall**
- City of El Paso | La Nube Children's Museum
- **City of El Paso | Police Command Center**
- **City of Georgetown | Fire Station #2**
- **City of Gulfport | Public Safety Center**
- **City of Gulfport | Fire Stations 7, 10, 11, 12**
- **City of Highland Village | City Hall**
- **City of Lakeway | City Hall Expansion**
- **City of Long Beach | Fire Stations 1, 2, 3**
- **City of Pass Christian | Fire Station 1 & 2**
- **City of Pass Christian | Police Station & Emergency Operations Center**
- **City of Port Aransas | Fire & EMS Station**
- **City of Port Aransas | Police Station**
- City of Port Aransas | Public Works Building
- **City of Rockport | City Hall**
- Comal County | Jail Expansion
- Collin County | Medical Examiner's Office
- Collin County | Medical Office Building & Parking Garage
- Dallas County | Government Center
- Dallas County | Historic Records Building
- **Haltom City | Law Enforcement Center, City Hall, & Fire Station**
- Hays County | Government Center
- Medina County | Courthouse Annex
- Montgomery County | Jail Assessment
- Refugio County | Historic Courthouse Restoration
- Rockwall County | Jail Expansion
- Rockwall County | Courthouse Annex
- Starr County | Sub-Courthouse
- Tarrant County | Medical Examiner's Office
- Tarrant County | Lon Evans Corrections Center
- Tarrant County | Vandergriff Civil Courts Building
- Tarrant County | ARPA Bond Program
- **Travis County Emergency Services District No. 3 | Barton Creek Fire Station**
- **Travis County Emergency Services District No. 3 | Circle Drive Fire Station**
- **Williamson County | Criminal Justice Complex**
- Williamson County | Historic Courthouse
- **Wilson County | Emergency Operations Center**

City Hall/First Responder Facility

3. Project Team & Qualifications

Broaddus & Associates Team

Broaddus & Associates has assembled a concise, senior-led team tailored to the scale and complexity of the City of Rollingwood **City Hall Improvements** project. The team is structured to provide executive-level decision support while maintaining hands-on project management throughout planning, procurement, design, and construction. A summary of roles and responsibilities, specific qualifications and experience as well as the expected level of effort and specific task descriptions is provided in **Exhibit 2** on the following page.

Certified Construction Managers

Broaddus & Associates has eight Certified Construction Managers within our firm, **including three from our Austin office proposed for this engagement, Andy Siefker, CCM; Sarah Sarnelli, CCM, LEED AP; and Daniel Payne, CCM, LEED AP BD+C.**

Municipal Facilities Experience

As cited in previous sections, Broaddus & Associates has extensive municipal and local governmental entity facilities experience (See Relevant Project Experience list in **Section 5**). In addition, the specific project portfolio of our proposed team for the City of Rollingwood's City Hall Improvements project is further detailed in our **Exhibit 2**. Key personnel experience as well as resumes for the professionals who will be working with you directly on this project are included later in this section.

This response also notes our experience serving local government that extends beyond the scope of work associated with traditional owner's representative services. If needed, the city can utilize our capabilities in facilities assessment, master planning, programming, facilities security consulting, scheduling, and cost estimating to ensure this project receives the specific resources it needs to be successful from inception.


City of Lakeway | City Hall | Lakeway, TX

Primary Point of Contact

Alex Gonzales, P.E., LEED AP
Vice President
Ph: 512.329.8822
AGonzales@BroaddusUSA.com
1301 S. Capital of Texas Hwy.,
Suite A-302, Austin, TX 78746

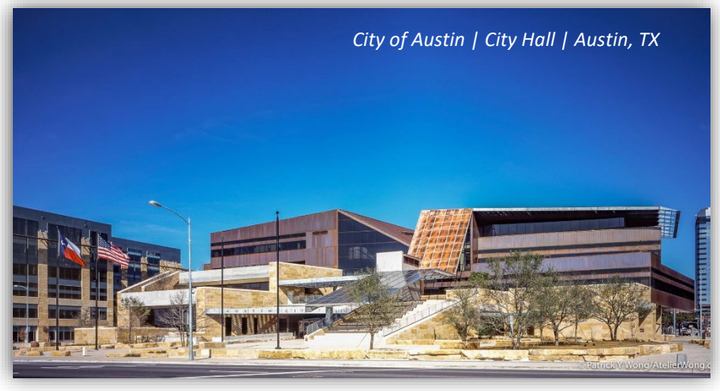
Resumes

Resumes for proposed key personnel begin following **Exhibit 2**.

Exhibit 2. Key Personnel Experience

Broaddus & Associates Key Personnel				
Name	**Role**	**Level of Effort**	**Qualifications & Experience**	**Relevant Project Experience & Specific Tasks**
Alex Gonzales, P.E., LEED AP	Executive Support	5-10%	Senior executive providing strategic oversight, quality assurance, and client engagement. Extensive experience in public-sector capital programs, delivery method selection, and risk management.	• **Similar Projects:** Municipal facilities, public safety facilities, CIP advisory support. • **Tasks:** Executive oversight, delivery method strategy validation (CMAR/D-B), risk mitigation guidance, stakeholder alignment, quality reviews of deliverables, escalation support.
Andy Siefker, CCM	Project Manager	50-75%	Day-to-day project leadership with strong background in program management, stakeholder coordination, and budget/schedule control.	• **Similar Projects:** Municipal and institutional projects, facility programming, capital planning support. • **Tasks:** Project management, schedule/budget tracking, coordination with city staff, managing SMEs, reporting, meeting facilitation, deliverable integration.
Denise Davis, RA	Needs Assessments	15-20%	Experienced architect specializing in facility assessments, programming, and space needs analysis.	• **Similar Projects:** Facility condition assessments, municipal facilities, space programming. • **Tasks:** Conduct needs assessment, stakeholder interviews, space planning, facility condition analysis, documentation of deficiencies, development of program requirements.
Sarah Sarnelli, CCM, LEED AP	Design Phase Support	10-15%	Expertise in design-phase coordination, constructability review, sustainability integration, and design management.	• **Similar Projects:** Design management for public sector projects including municipal and higher education. • **Tasks:** Design reviews, coordination with A/E teams, constructability input, sustainability considerations, alignment with owner standards.
Jacque Judy	Cost Estimating	10-15%	Specialist in cost estimating, budget validation, and lifecycle cost analysis for public projects.	• **Similar Projects:** Municipal cost modeling, feasibility studies, bond program budgets. • **Tasks:** Cost estimating, benchmarking, validation of budgets, escalation projections, cost options analysis.
Ben Wagner	Schedule Analysis	5-10%	Scheduling expert focused on timeline development, risk analysis, and critical path management.	• **Similar Projects:** Public capital projects scheduling, multi-phase program planning. • **Tasks:** Schedule development, phasing plans, critical path analysis, schedule risk identification, milestone tracking.
Daniel Payne, CCM, LEED AP BD+C	PDRI	3-5%	Specialist in front-end planning, Project Definition Rating Index (PDRI), and scope validation.	• **Similar Projects:** Front-end planning for municipal and institutional projects. • **Tasks:** Facilitate PDRI workshops, scope definition, risk identification, alignment of project goals, documentation of planning completeness.
Mark Williams AIA, NCARB, LEED AP	Fire Station Expert	10-15%	Expert in the planning, design, construction, equipping, commissioning, and activating of fire stations.	• **Similar Projects:** 30 Fire Stations, municipal administration, governance, and judicial buildings. • **Tasks:** Develop plans, define the scope, build budget options, set design criteria, evaluate design & construction firms for selection, review plans & specifications for completeness, serve as resource to PM during construction, serva as a resource to Fire Department to ensure equipment is installed, activated, and turned over.
Jeff Broaddus	Public Safety Facility Expert	5-10%	Nationally recognized expert in public safety facilities planning and benchmarking.	• **Similar Projects:** Law enforcement centers, public safety campuses. • **Tasks:** Provide subject-matter expertise, work with city law enforcement officers, validate program requirements, benchmarking, operational planning input, strategic recommendations.

> ***Broaddus works directly at multiple levels to professionally represent the County with a focus on best values both for construction and operationally.***
> ***This team has saved the county several million dollars to date, far more than their fee. Overall, their project team provides a unique level of experience partnering with our owner's project team. I have been extremely satisfied with their knowledge and impressed in how they have led our project to date. I strongly suggest you partner with this team for your construction needs.***
>
> **Commissioner Dennis Bailey**
> **Rockwall County**


City of Austin | City Hall | Austin, TX



ALEX GONZALES, P.E., LEED AP

Executive Support

Mr. Alex Gonzales, P.E., LEED AP, has more than 35 years of experience in key roles leading and developing teams performing planning, design and construction procurement and management in the public and private sectors.

Years of Experience

Total: 35
With Broaddus & Associates: 3

Education

Bachelor of Science, Architectural Engineering, University of Texas

Registrations/Certifications

Registered Professional Engineer: Texas No.:106011

LEED Accredited Professional (US Green Business Cert. Institute)

Institute for Leadership in Capital Projects (Member)

Texas Association of Healthcare Facility Managers (Member)

Relevant Project Experience

- **City of Austin | City Hall | Austin, TX**
- City of Austin | Austin Central Library | Austin, TX
- City of Austin | Value-Engineering IDIQ | Austin, TX
- City of Austin | Austin Bergstrom International Airport | Master Plan Level 1 | Austin, TX
- City of Austin | Austin Bergstrom International Airport | East Runway System Perimeter Road | Austin, TX
- City of Austin/Travis County/TxDOT/Capital Metro | Combined Transportation, Emergency, & Communication Center | Austin, TX
- City of Pflugerville | Public Library Renovation & Expansion | $6M | Pflugerville, TX
- **City of Pflugerville | Facility Condition Assessment of City Hall Complex | Pflugerville, TX**
- Brazos County | Medical Examiner's Office | Bryan, TX
- Hays County | Capital Improvement Program | San Marcos, TX
- Texas Department of Public Safety | Law Enforcement Academy & Training Center | Florence, TX
- Texas Facilities Commission/Texas State Library & Archives Commission | Archival & Records Storage Complex | Pflugerville, TX
- Texas Facilities Commission |CCP1-Project Management Oversight | $665K | Austin, TX
- Texas Facilities Commission | CPP1-New Central Utility Plant | $765K | Austin, TX
- Texas Facilities Commission | CPP1-GHWB State Office Building | $864K | Austin, TX
- Texas Facilities Commission | CPP1-Barbara Jordan State Office Building | $721K | Austin, TX
- Texas Facilities Commission | CPP1-Mall & Parking Garage | 643,000 SF | Austin, TX
- Texas Facilities Commission | 2026 Master Facilities Plan Report – Facility Condition Assessments | Austin, TX
- Employees Retirement System of Texas | 1836 San Jacinto Headquarters Tower | Austin, TX
- Employees Retirement System of Texas | Downtown Office Building Renovation | Austin, TX
- Mexic-Arte Museum Facility Condition Assessment & Conceptual Budget | Austin, TX
- Southwestern University | Mabee Hall Renovation | Georgetown, TX
- University of Texas at Austin | School of Business | Austin, TX
- University of Texas at Austin | Thomas Energy Engineering Building | Austin, TX
- University of Texas at Austin | Engineering Education & Research Center | Austin, TX
- University of Texas at Austin | Micro-Electronics Research Laboratory | $47M | Austin, TX



ANDY SIEFKER, CCM
Project Manager

Mr. Andy Siefker, CCM, is a seasoned Project Manager with more than 22 years of experience in the construction and engineering industry, including project management, accounting, technical oversight, construction inspection, transportation, infrastructure, and commissioning.

He is recognized by the Construction Management Association of America as a Certified Construction Manager (CCM) in schedule maintenance, design management, submittal processing, contractor pay application review and process, change order review, cost control, document control, constructability review, claims data review and preparation, cost estimating, and project closeout.

Years of Experience

Total: 22
With Broaddus & Associates: 2

Education

Bachelor of Science, Construction Engineering, The University of Akron

Registrations/Certifications

Construction Management Association of America: Certified Construction Manager (CCM)

Relevant Project Experience

- **City of Pflugerville | Public Library Renovation & Expansion | $6M | Pflugerville, TX**
- **City of Pflugerville | Library HVAC Modification | Pflugerville, TX**
- **City of Pflugerville – Facility Condition Assessment of City Hall Complex | Pflugerville TX**
- **City of Cedar Park | BMC Roadway Extension | $1M | Cedar Park, TX**
- **City of Cedar Park | New Library | $88K | 47,000 SF | Cedar Park, TX**
- **City of Hutto | Hutto South Wastewater Treatment Plan | $15M | Hutto, TX**
- **City of Austin | East Runway System Perimeter Road | Austin-Bergstrom International Airport | $2.5M | Austin, TX**
- Texas Facilities Commission | Texas State Library & Archives Commission | Austin, TX
- Texas Department of Public Safety | Law Enforcement Academy & Training Center | Florence, TX
- Hays County | Capital Improvement Program | San Marcos, TX
- Texas Facilities Commission |CCP1-Project Management Oversight | $665K | Austin, TX
- Texas Facilities Commission | CPP1-New Central Utility Plant | $765K | Austin, TX
- Texas Facilities Commission | CPP1-GHWB State Office Building | $864K | Austin, TX
- Texas Facilities Commission | CPP1-Barbara Jordan State Office Building | $721K | Austin, TX
- Texas Facilities Commission | CPP1-Mall & Parking Garage | 643,000 SF | Austin, TX
- University of Texas at Austin | Micro-Electronics Research Laboratory | $47M | Austin, TX
- Southwestern University | Mabee Hall Renovation | Georgetown, TX
- University of Texas | "Austin" by Ellsworth Kelly | Blanton Museum of Art | Austin, TX
- Mexic-Arte Museum | Facility Condition Assessment & Conceptual Budget | Austin, TX



SARAH SARNELLI, CCM, LEED AP

Design Phase Support

Ms. Sarah Sarnelli has more than 25 years of architecture experience working on architecture and construction on ground-up projects ranging from schools and churches to industrial and healthcare facilities. She has a vast knowledge of what it takes to design, implement, and finish a building whether the budget is $4M or $500M. She has designed or built each project by coordinating with the design team, contractors, and owner to get the project done right the first time.

Years of Experience

Total: 25
With Broaddus & Associates: 5

Education

Master of Architecture, University of Houston

Bachelor of Arts, Bryn Mawr College

Registrations/Certifications

LEED Accredited Professional (LEED AP)

Construction Management Association of America: Certified Construction Manager (CCM)

Relevant Project Experience

- Employees Retirement System of Texas | 1836 San Jacinto Office Tower | $65M | Austin, TX
- Employees Retirement System of Texas | Tenant Improvements | $3M | Austin, TX
- Central Health | Pflugerville Health Center | $4M | Pflugerville, TX
- Texas County & District Retirement System | Project Greenbelt – Office Building Renovations | $10M | Austin, TX



DENISE DAVIS, RA

Needs Assessment

Ms. Denise Davis is a Registered Architect with more than 36 years of experience specializing in master planning, facility planning, and programming. Her previous work experience includes programming for a wide variety of project types including local government facilities. Her techniques utilize web-based data gathering tools and engaging in face-to-face conversations to gather feedback and user input.

Years of Experience

Total: 36
With Broaddus & Associates: 10

Education

Bachelor of Fine Arts, Architecture, University of New Mexico

Master of Architecture, University of New Mexico

Registrations/Certifications

Registered Architect, State of Texas, 2011, #22532

Relevant Project Experience

- Texas Facilities Commission | Texas State Library & Archives Commission **Needs Assessment** | Austin, TX
- Texas Facilities Commission | 2026 Master Facilities Plan Report – Facility Condition Assessments | Austin, TX
- Brazos County | Courthouse Annex Building | Bryan, TX



JACQUE JUDY
Cost Estimating

Mr. Jacque Judy serves as Chief Estimator for Broaddus & Associates. He provides estimates for projects in a variety of stages, establishes budgets with owners/clients, develops project scopes, and coordinates team efforts with owner/client guidelines. He has the unique ability to provide conceptual estimates during planning and early design with great accuracy and reliability.

Years of Experience

Total: 28
With Broaddus & Associates: 17

Education

Bachelor of Science, Construction Engineering, Arizona State University

He leads our approach to the technical services process to accurately establish and maintain project budgets, develop project design within budget restraints, and supervises the timely completion of all pre-construction activities. During final bid preparation, he works closely with the project team to maximize participation by local, qualified trade contractors and facilitates an orderly transfer to field operations. He will continue to stay involved with the project as necessary throughout the course of construction.

Relevant Project Experience

- **Travis County ESD No. 3 | Barton Creek & Circle Drive Fire Stations | $4.7M | Austin, TX**
- **Haltom City | City Hall | $25M | Haltom City, TX**
- **City of Buda | City Hall | 69,000 SF | $32M | Buda, TX**
- **City of Austin | City Hall Project Delivery Consulting | $56.7M | Austin, TX**
- **Haltom City | Fire Station #3 | $5M | Haltom City, TX**
- **Bastrop County | Emergency Services District No. 2 Fire Station #4 | $4.2M | Bastrop, TX**
- Hays County | Capital Improvement Program | San Marcos, TX
- Texas Facilities Commission | Texas State Library & Archives Commission | Austin, TX
- Texas Department of Public Safety | Law Enforcement Academy & Training Center | Florence, TX
- Bastrop County | Tax Collections Building | $3.7M | Bastrop, TX
- City of El Paso | Upper Eastside Regional Command Center | $39M | El Paso, TX
- Haltom City | Law Enforcement Center | $29M | Haltom City, TX
- City of Fort Worth | Convention Center Expansion | $701M | Fort Worth, TX
- Comal County | New Jail & Sheriff's Office Renovation | $76M | New Braunfels, TX
- Hays County | Government Center | 232,000 SF | $74M | San Marcos, TX
- Starr County | Courthouse Annex Building | 20,000 SF | $2M | Rio Grande City, TX
- Williamson County | Criminal Justice Center | $50.8M | Georgetown, TX
- Williamson County | Historic Courthouse Restoration | $10.3M | Georgetown, TX
- Tarrant County | Lon Evans Correction Center | 183,052 SF | $112M | Fort Worth, TX
- Rockwall County | Jail Expansion – Owner Representative Project Manager | $52M | Rockwall, TX



JEFF BROADDUS

Public Safety Facility Expert

Mr. Jeff Broaddus has more than two decades of operational, instructional, and consulting experience in the field of physical security and public safety. As President of Broaddus Defense, he leads a team focused on threat assessments, critical incident preparedness, and facility security planning. Mr. Broaddus is also a licensed Texas Master Peace Officer and EMT, and he remains actively involved in instructing law enforcement personnel in critical incident response, tactical operations, and firearms employment.

Broaddus Defense, under Mr. Broaddus' leadership, is a proud partner of the Advanced Law Enforcement Rapid Response Training (ALERRT) program based at Texas State University. The company delivers the full suite of ALERRT-certified courses and develops custom training to meet the evolving needs of agencies and organizations around the world.

Mr. Broaddus has consulted on a wide range of public safety and law enforcement infrastructure projects, including law enforcement training facilities, detention and court facilities, and emergency operations centers. Notably, he played a key advisory role in the development of the Texas Department of Public Safety Training Academy in Florence, TX—just outside of Round Rock. His combined experience as a U.S. Secret Service Special Agent, U.S. Marine Corps Infantry Officer, and seasoned security consultant allows him to offer unique and practical insights into the design, use, and protection of high-security public safety assets.

Years of Experience

Total: 27
With Broaddus & Associates: 15

Education

Bachelor of the Arts, International Studies & History, Texas A&M University

Officer Candidates School, Quantico, VA

The Basic School, Quantico, VA

Infantry Officers Course, Quantico, VA

Expeditionary Warfare School, Marine Corps University, San Diego, CA

Command & Staff College, Marine Corps University, Fort Worth, TX

City of Residence

Austin, TX

Personal Reference

James "Eddie" King
Deputy Administrator
Construction
Ph: 512.424.2219
James.King@dps.texas.gov

Mr. Broaddus has conducted and overseen security assessments, anti-terrorism planning, and site security evaluations for a wide array of clients, including state and federal agencies. His background includes command-level leadership, tactical operations planning, advanced marksmanship training, critical incident response, and emergency medical services. His holistic understanding of law enforcement facility use—from conceptual design to operational application—uniquely positions him to support this project with actionable, realistic, and high-impact security recommendations.

Mr. Broaddus is an Infantry combat veteran, currently serving in the United States Marine Corps Reserve at the rank of Lieutenant Colonel.

Relevant Project Experience

- **Texas Facilities Commission | DPS Public Safety Training Center | Florence, TX**
- **Staccato | Pistol & Ammunition Manufacturing Facility | $24M | Florence, TX**



MARK WILLIAMS, AIA, NCARB, LEED AP

Fire Station Expert

Mr. Mark Williams, AIA, NCARB, LEED AP, has more than 40 years of architectural design and project management experience. His projects for public clients vary in size and complexity, and include first responder buildings, municipal complexes, hospitality, courthouses, community centers, and city halls.

Mr. Williams has managed a significant number of capital improvement programs for local government, including more than 35 public safety facilities in Texas, Louisiana, and Mississippi.

He recently provided program management services on the Downtown Anchor Project, which includes the Rockport City Hall, Aransas County Courthouse, community pavilion, and public commons. Constructed with support from federal funding, this is the only program in Texas to execute concurrent design and construction projects for city and county facilities on a common site.

Years of Experience

Total: 40
With Broaddus & Associates: 5

Education

Associates of Arts, Hinds Junior College

Bachelor of Architecture, Mississippi State University

European Study Tour: England, France, Switzerland, Italy & Germany

Registrations/Certifications

Registered Architect: MS, No. 2390

Registered Architect: U.S. Virgin Islands, No. 680A

Registered Architect: NY, No. 036516

LEED Certified, Leadership in Energy & Environmental Design

National Council Architectural Registration Board: No. 46,708

Affiliations

U.S. Green Building Council

American Institute of Architects

President 2002, Gulf Coast Chapter

Vice President 2001, Gulf Coast Chapter

Architectural Foundation of Mississippi

Relevant Project Experience

- **City of Rockport | City Hall | $23M | Rockport, TX**
- Aransas County | Courthouse & Downtown Anchor Annex | $28M | Rockport, TX
- Refugio County | Historic County Courthouse Renovation & Expansion | $26M | Refugio, TX
- City of Biloxi | **New Fire Station No. 2** | Biloxi, MS
- City of Biloxi | **Fire Station No. 4, 5, & 6** | FEMA, Mitigation Design, Post Katrina | Biloxi, MS
- City of Biloxi | **Fire Station No. 5 Renovation & Addition** | Biloxi, MS
- City of Biloxi | **New Fire Station No. 7** | Biloxi, MS
- City of Biloxi | **Fire Station No. 7 Training Tower** | Biloxi, MS
- City of Biloxi | **New Fire Station No. 9** | Biloxi, MS
- City of Biloxi | **New Fire Station No. 10** | Biloxi, MS
- City of Gulfport | **Fire Station No. 1, 2, 3, 4, 5, 6, 10, 11, & 12 Renovations** | Gulfport, MS
- City of Gulfport | **New Fire Station No. 7** | Gulfport, MS
- City of Gulfport | **Fire Station No. 8 & 9 Storm Analysis** | Gulfport, MS
- City of D'Iberville | **New Central Fire Station No. 1** | D'Iberville, MS
- City of Byram | **New Central Fire Station No. 1** | Byram, MS
- City of Jefferson | **New Fire Station No. 12** | Jefferson, LA
- City of Gonzalez | **Fire Station No. 12 Schematic Design** | Gonzalez, LA

Staffing & Ability to Meet Schedule

As previously noted, the proposed Broaddus & Associates Team members are immediately available to begin work upon notice to proceed. In addition, Broaddus & Associates is structured to meet the demands of dedicated and accelerated schedules common to municipal projects.

We routinely support projects requiring initial stakeholder need assessments that result in facilitated best value determinations for many project objectives including but not limited to cost and schedule risk mitigation, optimized packaging strategies for fast-track delivery (i.e. concurrent design and construction phases), effective scope creep/scope gap mitigation and/or working around active facilities. Our approach emphasizes conceptual master schedule development, identification of critical path activity risks, and continuous schedule management so the **City of Rollingwood** has clear visibility into milestone performance and potential impacts before issues affect delivery.

Executive leadership and senior technical resources remain actively engaged throughout project execution, ensuring that accelerated timelines are supported by experience, authority, and decision-making capacity, not just staffing volume.

In addition, our schedule management and oversight efforts include proactive analysis of the contractor's baseline construction schedule as well as monthly updates using our in-house scheduling resources that dedicate 100% of their time to reviewing contractor provided (usually P6 Primavera) schedules. Every month we analyze each monthly update comparing earned value to projected progress. Our analysis includes logic, proper use of float, and activity durations, as well as conducting monthly reviews with the contractor to ensure publicized schedules are complete, accurate, and can be relied on to make decisions that depend on project schedules. Armed with this detailed analysis, our project managers can easily address appropriateness of delay claims, identify concurrent delays, critical path, and forecasted completion. This schedule management capability is a differentiator for our team.

> ***I have a deep appreciation for Broaddus & Associates for the project management services they have provided our city over the past few years on multiple capital projects. On behalf of our staff, our Mayor, City Council Members, and our citizens, I can without reservations recommend Broaddus & Associates services to any organization in need of effective and efficient project management. They truly work hard and smart for the interests of their clients. They are capable, dependable, and dedicated to keeping projects on time and within budget.***
>
> **Rex Phelps | City Manager | Haltom City**

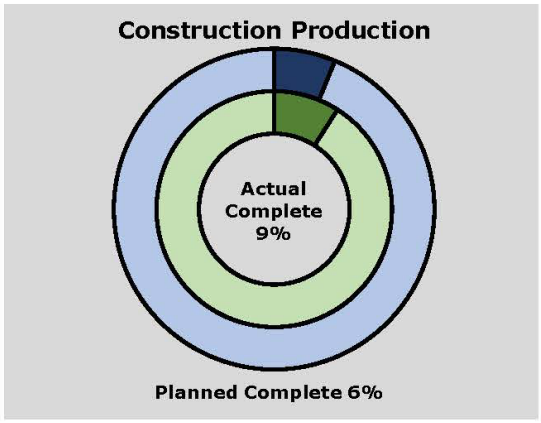
Exhibit 3. Schedule Management Example

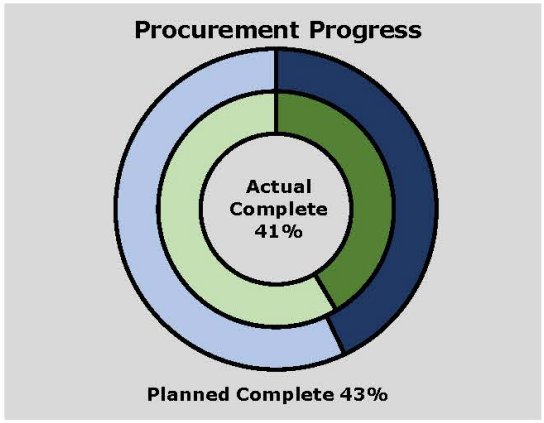
Sample Construction Project
Schedule Analysis Report

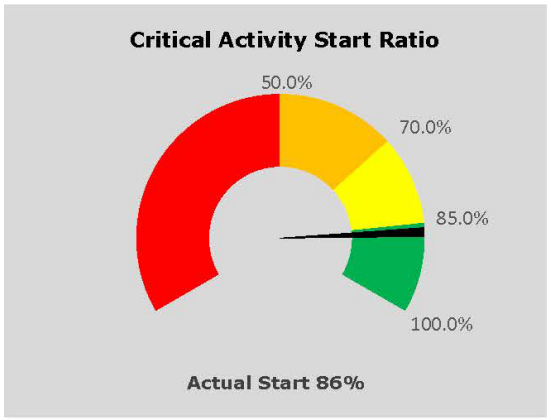
Schedule Information

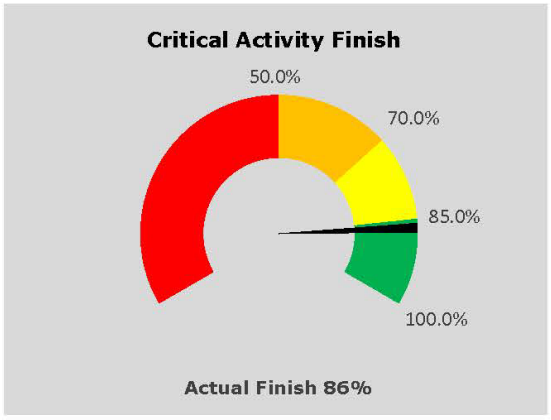
Data Date:	28-Sep-23	Contract Time Expired:	24%
Contract Dates		Contract Days Remaining:	406
NTP (Construction)	24-May-23	Time (Days) Since Last Update:	28
Substantial Completion:	7-Nov-24	Scheduled Completion:	30-Sep-24

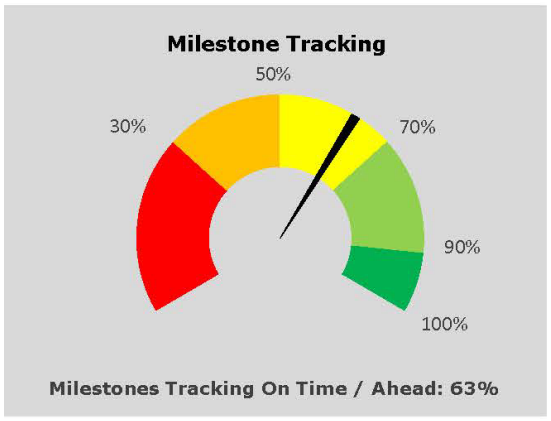
Dashboard - Key Performance Indicators













Knowledge of Regulations

Broaddus & Associates brings extensive experience navigating the full spectrum of **local, state, and federal regulatory frameworks** governing municipal facility projects in Central Texas. Our team's approach is grounded in ensuring that **regulatory compliance is proactively integrated into planning, design, procurement, and construction**, rather than addressed reactively.


City of Buda | City Hall | Buda, TX

We routinely serve as the Owner's Representative for public sector clients and are well-versed in aligning project execution with applicable regulatory requirements while maintaining **schedule certainty, budget adherence, and constructability.**

We understand and will integrate applicable local, state and federal standards, processes, and governing regulations into our project management activities. For your City Hall project, the key regulatory tasks we anticipate currently include:

- Early Site and Environmental Due Diligence including but not limited to evaluating site constraints including topography, drainage patterns and proximity to environmentally sensitive areas, floodplain limits, watershed and drainage considerations.
- Permitting and Regulatory Coordination including but not limited to ensuring design and construction deliverables are completed and receiving proper environmental permitting (state and local) approval from the required authorities having jurisdiction.
- Ensure building codes and sustainability practices are properly addressed into design deliverables.
- Provide cost estimating services to verify design is within budget and validate major construction change orders while maintaining code compliance.
- Verify contracts with project delivery partners comply with city, county, state and federal guidelines.
- Ensure implementation of Stormwater Pollution Prevention Plan (SWPPP) including monitoring installation and maintenance during construction phase.
- Monitor contractor compliance with environmental controls, inspection report and all environmental and drainage compliance during construction and closeout phases.

Our portfolio of local projects gives us a unique understanding and no "learning curve" will be needed for our team to proactively manage environmental and drainage compliance through early site analysis, rigorous stormwater design coordination, active construction-phase monitoring, and thorough documentation—ensuring full adherence to local and state requirements while protecting surrounding properties and environmental resources.

Subcontractors

Our firm intends to self-perform the scope of work required for this initiative using qualified internal resources. Should a special need arise to engage other Subject Matter Expert subconsultants we will consult with the city and gain concurrence on the best deployment of external partners.

4. Scope of Services


Bastrop County | Fire Station #4 | Bastrop, TX

We have closely reviewed the comprehensive Scope of Services in your RFQ and acknowledge the proposed Broaddus & Associates Team can lead all aspects of the Pre-Construction Phase, Construction Phase, and Closeout Phases for a successful **Rollingwood** City Hall project. As noted in the pre-response meeting held on May 29, 2026, the actual scope of the project could be a renovation or a new building based upon your final decisions resulting from an effective assessment of your existing facility to determine potential renovation viability, including building systems, spatial constraints, and site limitations. Our approach is presented to occur in the following phases, where Phases 1 through 3 accomplish comprehensive needs assessment and options analysis, followed by Phase 4 which includes Procurement, Design, and Construction.

Four-Phase Project Approach

Phase 1: Needs Assessment

Broaddus & Associates will initiate the project with a structured Needs Assessment effort designed to validate the city's operational needs, confirm staffing assumptions, and establish a right-sized facility program aligned with the city's service model and population base.

This effort will include departmental interviews and FTE confirmation by function, with the working assumption that no additional staffing is required beyond current service levels. The assessment will also incorporate a visual assessment of the existing facility to determine potential renovation viability, including building systems, spatial constraints, and site limitations.

Phase 2: Options Analysis (Renovation vs. New Construction)

Based on the validated program, Broaddus & Associates will develop a structured decision matrix evaluating renovation, expansion, and new construction scenarios. Criteria will include project cost, constructability, operational disruption, schedule duration, lifecycle performance, and alignment with both city and ESD functional needs.

Where new construction is considered, the analysis will account for temporary relocation requirements and associated cost and logistical implications.

Phase 3: Conceptual Budget & Delivery Strategy

Broaddus & Associates will develop conceptual cost models for each viable option, including construction costs, soft costs, escalation, and contingency, to confirm alignment with the city's authorized funding amount of $4M.

Based on our experience with municipal facilities under budget constraints, our firm anticipates recommending a Design-Build delivery approach may be the best risk-based approach to maximize cost certainty, streamline schedule, and enable early contractor collaboration, which is particularly beneficial where renovation uncertainties or site constraints exist. As noted in your RFQ, we will also provide sufficient "compare and contrast" metrics for evaluating the CMAR project delivery method for use in delivering your City Hall project.

Phase 4: Procurement, Design, & Construction Oversight

Following Council direction, Broaddus & Associates will support procurement of design and construction services in compliance with Texas procurement requirements, including development of RFQs/RFPs, evaluation support, and contract negotiation.

During design and construction, our firm will serve as the city's representative in managing contracts, budget, schedule, and quality, while providing transparent reporting to City Council.

Project Methodology & Approach

In further support of our proficiency of the proposed approach for the **City of Rollingwood**, the following presents how Broaddus & Associates is the best choice for the **City of Rollingwood** because we operate through an owner-centric methodology focused on accountability, transparency, and defensible outcomes. Our approach begins with thorough pre-project planning, ensuring that project goals are clearly defined, budgets are realistic, and schedules are achievable.

During design and procurement, we support the city by managing consultant coordination, validating cost and schedule impacts, and helping staff evaluate options against city priorities. Throughout construction, we provide active oversight—monitoring progress, evaluating changes, and protecting the city's financial and operational interests.

At every stage, our role is to act as a trusted advisor to city staff, ensuring that decisions are informed, documented, and aligned with the **City of Rollingwood's** long-term objectives. Projects are managed not just to completion, but to successful integration into city operations and community use.

14-Step Project Management Process

Broaddus & Associates provides tailored solutions designed to align with each project's specific goals. We will work closely with the **City of Rollingwood** to ensure that its program is properly covered with the staff and services required. **Exhibit 4** illustrates our typical 14-Step Project Management Process that we implement in every single project.


City of Georgetown | Fire Station | Georgetown, TX

Exhibit 4. Broaddus & Associates 14-Step Project Approach



Best Practices

We ***"Value the Process"*** through the consistent application of proven Best Practices which leverage established processes and industry proven practices that positively impact projects. Our firm regularly applies an owner-oriented project management methodology that helps guide our project managers and clients to define needs, set realistic budgets and schedules, establish design criteria, procure designers and contractors, and execute the plan.

Broaddus & Associates' Best Practices are a collection of tools and processes that support our project approach. They are not, by default, applied to each project but scaled to match the level of effort, budget and risk on a given project. The processes and Best Practices utilized have provided significant guidance in our industry and serve as a model for many of the key parameters of our own approach.

Exhibit 5. Broaddus & Associates Best Practices

BP - 01	Project Delivery Methods	**BP - 05**	Program Management Information Systems / Electronic Workflow
BP - 02	Independent Cost Estimating	**BP - 06**	Program Definition Rating Index
BP - 03	Total Project Budgeting	**BP - 07**	Commissioning Planning
BP - 04	Proactive Schedule Management	**BP - 08**	CT20

Cost Management

The most important aspect of successful project management is development, management, and tracking of costs and schedule. We offer in-house cost estimating and scheduling resources that dedicate 100% of their time to reviewing budgets and contractor provided P6 Primavera schedules. They analyze initial baseline schedules, where they check logic, proper use of float, and activity durations, to ensure/validate that the contractor's submitted schedule is an accurate and reasonable timeline for the work. Following submission of the baseline schedule, our in-house schedule experts conduct detailed monthly analyses to compare earned value vs projected progress to ensure publicized schedules are complete, accurate, and can be relied on to make decisions that depend on project schedules. This capability is a differentiator for our team.

Cost Saving Project Examples

Hays County | Government Center | San Marcos, TX | Net Savings: $44M

$44M+

Value Added Cost Savings for Hays County!

At the time Broaddus & Associates was retained, the total project cost was estimated at approximately $118M. The Hays County Court directed Broaddus & Associates to reduce the cost and maintain the original schedule of completion. After extensive analysis by Broaddus & Associates' staff of architects, engineers, planners, and Project Managers, Broaddus & Associates offered the County three design and construction alternatives. These alternatives put the project within a budget and timeline that lead to a unanimous decision by the Court to approve going forward with the project. Through a process of "right-sizing" the program by Broaddus Planning, the new design achieved the client's goal of retaining all original departments and staff, a goal for future expansion for facilities and staff, with a new budget of $72M, subsequently reduced to $65M. This was achieved by Broaddus & Associates through effective management of design and bidding. **The new total project costs represent savings from the original projected cost to the current projected cost of more than $44M.**



Hays County | Government Center | San Marcos, TX

5. References

Reference #1	
Owner Name	Haltom City
Phone	817.222.7745
Contact Name	Rex Phelps | City Manager
Email	rphelps@haltomcitytx.com
Project Name	Municipal Improvements Program
Project Location	Haltom City, TX
Project Timeline	Start: 02/2020 | Complete: 02/2024
Project Value	$59M
Project Description	Broaddus & Associates recently served as project manager on a multi-project Capital Improvement Program for Haltom City. Our owner's representative team served on-site for the projects, each of which was successfully delivered, including a **Law Enforcement Center, City Hall, and Fire Station.**

Reference #2	
Owner Name	Rockwall County
Phone	972.204.6000
Contact Name	Dennis Bailey | Commissioner
Email	dbailey@rockwallcountytexas.com
Project Name	Municipal Improvements Program
Project Location	Rockwall, TX
Project Timeline	Start: 05/2018 | Complete: 06/2026
Project Value	$78M
Project Description	Broaddus & Associates recently served as project manager on multiple Capital Improvement projects for Rockwall County, including a $52M **Jail Expansion & Renovation** as well as a $18M **Courthouse Annex.** Our firm is currently managing an $8M **Sheriff's Office Renovation**.

Reference #3	
Owner Name	Hays County
Phone	512.393.2205
Contact Name	Judge Ruben Becerra
Email	judge.becerra@hayscountytx.gov
Project Name	Capital Improvements Program
Project Location	Hays County, TX
Project Timeline	Start: 02/2025 | Complete: 01/2026
Project Value	$300M (est.)
Project Description	Broaddus & Associates was recently engaged by Hays County to facilitate the development of a **Capital Improvement Plan** (CIP) outlining a strategic multi-year investment framework for critical facility enhancements. The CIP is designed as a foundational document to manage the future of Hays County, directly aligning facility strategy with the County's core mission and vision.

HALTOM CITY | MUNICIPAL IMPROVEMENTS PROGRAM

Haltom City, TX

Broaddus & Associates recently served as project manager on multiple Capital Improvement Program for Haltom City. Our owner's representative team served on-site for the projects, each of which was successfully delivered.

Law Enforcement Center | $29M

On the Haltom City Law Enforcement Center, our team worked with city staff to develop a comprehensive master plan, program, and basis of design in just three months. The Design Build project includes a two-level, 33,100 SF police building, a two-story 6,000 SF asset building, and a 3,500 SF patrol garage. The exterior façade consists of a mixture of EIFS, glass, brick, and cast stone. Programmed space includes property evidence, records, community services, uniform services, administration, investigation, training, and an ICC 500-rated storm shelter which served as the police department's locker rooms.

During the planning phase, we took a proactive approach for executing the advance procurement for specialized systems, IT, audio visual, electronic equipment, and specialized furniture fixtures and equipment. Moving these critical selections earlier in the project ensured comprehensive delivery of specialized services specific to the police department. The program was completed within budget and ahead of schedule.

HALTOM CITY

Project Relevance

- ✓ **Texas City Owner**
- ✓ **Public Safety Facility**
- ✓ **Project Management**
- ✓ **Independent Cost Estimating**
- ✓ **Schedule Analysis**

Delivery Method

CMAR

Project Timeline

Start: 02/2020
Complete: 02/2024

Project Value

Total: $59M



City Hall | $25M



The 32,000 SF Haltom City Hall was constructed after its predecessor, built in 1957, was no longer viable and not compliant with current code standards. Prior to the bond election to fund the project, Broaddus & Associates updated the program statement for the new facility, provided preliminary renderings and a site analysis, and assisted with public awareness presentations and meetings with the bond commission in support of the successful passage of the funding. The new City Hall supports the growing needs of its City Council, Municipal Courts, and City Administration.

Constructed with Design-Build delivery, the state-of-the-art facility provides the city with flexible space to accommodate current and future staff, improves operational efficiency, and offers adequate parking for both employees and visitors. It houses city council meetings and offices, administration, economic development, emergency management, courts, IT, code compliance and city planning and permitting functions.

Fire Station #3 | $5M

Haltom City's Fire Station 3 is a 12,364-SF, 3-bay facility, opened in 2022 to address the rapid growth in the northern part of the city. Broaddus & Associates was engaged during the Design Development Phase and was tasked with keeping the budget in place after significant design issues became apparent. Our team verified solutions for changing finishes and directed the architect to detail a stucco and thin brick system to be installed over the existing metal panels. Ultimately, the station was completed on time and within budget.



CITY OF ROCKPORT | DOWNTOWN CITY HALL

Rockport, TX

Broaddus & Associates provided project management services on the Downtown Anchor Project, which includes the City of Rockport City Hall. The Anchor Project is a major step of recovery in the reconstruction of local government facilities lost in Hurricane Harvey, a Category-4 storm that leveled scores of homes and businesses in the Rockport-Fulton area in 2017.

The Downtown Anchor Project is a multi-building complex in Downtown Rockport, which is under construction on land that previously housed the Aransas County Courthouse and contiguous lots. It will be a one-stop government complex for residents, that would include a new Aransas County Courthouse, Rockport City Hall, community room, and an open, public space.

City Hall will be located on the south side of the property designated as the Downtown Anchor Project. The 2-story, 28,000-SF building has been designed to withstand hurricanes and provide for expansion of services and staff in the future. The cost is estimated to be more than $12M, which includes land acquisition, design services, construction, and furnishings. The City has dedicated funding of $2.6M from insurance proceeds and grants from FEMA, GLO, and other state and federal organizations.

Project Relevance

- ✓ **Texas City Owner**
- ✓ **Texas City Hall Facility**
- ✓ **Project Management**
- ✓ **Independent Cost Estimating**
- ✓ **Schedule Analysis**

Project Value

Total: $12M

Project Timeline

Start: 10/2023
Complete: 06/2025



CITY OF EL PASO | UPPER EASTSIDE REGIONAL COMMAND CENTER

El Paso, TX

Broaddus & Associates served as the Construction Manager-Agent and Resident Construction Representative for the City of El Paso for its first new Regional Command Center in 24 years. Located in the 'Upper Eastside' district, the $38.6M facility is the El Paso Police Department's sixth Regional Command Center. The new center is the second project of a $413M El Paso Public Safety Bond approved by voters in 2019, which funded new police and fire facilities and renovations to current buildings.

The new 41,200-SF Regional Command Center includes offices, holding cells, an officer fitness area, a public community room, secured parking, and a municipal-court bond area. The Regional Command Center property is also the home of a new fire station also included in the approved bond election. The project scope included adding required utility infrastructure such as electrical, water, fire line, and storm drains to support the new fire station. The new Regional Command Center is part of the city's strategic plan to support the needs of growth and development El Paso has experienced in recent years.

Broaddus & Associates provided daily field reports and project management to the Capital Improvement District Project Manager to ensure scope, schedule, and budget management remained in alignment with the City of El Paso's requirements.

Through the duration of construction, ***Broaddus & Associates logged $461,478 in Value Add*** ranging from scope and pricing validation, schedule reduction, value engineering, constructability, and escalation management.

Project Relevance

- ✓ **Public Safety Facility**
- ✓ **Project Management**
- ✓ **Independent Cost Estimating**
- ✓ **Schedule Analysis**

Project Size

41,200 SF

Project Timeline

Start: 02/2022
Complete: 09/2024

Project Value

Total: $38.6M





HAYS COUNTY | CAPITAL IMPROVEMENT PROGRAM

Hays County, TX

Broaddus & Associates was recently engaged by Hays County to facilitate the development of a Capital Improvement Plan (CIP) outlining a strategic multi-year investment framework for critical facility enhancements. The CIP is designed as a foundational document to manage the future of Hays County, directly aligning facility strategy with the County's core mission and vision.

Our team met with stakeholders in all departments to ensure the plan incorporated all facets of County and community needs. As a part of this engagement, our firm provided regular briefings to the County Commissioner's Court during scheduled meetings, while reporting directly to the County Judge and the CIP Executive Committee for continual updates as the plan was developed.

Project Relevance

- ✓ **Project Management**
- ✓ **Multi-Project Program**
- ✓ **Independent Cost Estimating**

Project Timeline

Start: 02/2025
Complete: 01/2026

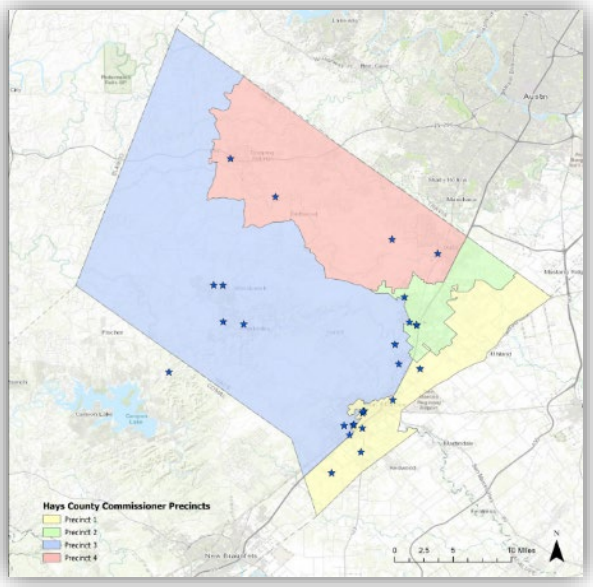
Project Value

1-3 Years: $100M+
5-10 Years: $300M+

The plan included analysis of multiple vertical facilities, including County Administration and Precinct Buildings, Animal Shelter Facilities, Expanding Emergency Services Facilities, County Maintenance Storage, Health Department Service Space & Storage and a potential Hays County Civic Center. Key components of the delivered CIP are listed below.

Key Deliverables & Tasks

- Space programming and facility assessments
- Cost estimates on identified projects and budgeting
- Stewardship of County facility investments through sustainable building practices
- Prioritization of facility projects over a 10-year period



Key Plan Components

- **Strategic Foundation**. Aligning facility investments with the county's mission to handle rapid population growth while improving public safety and resident services.
- **Five-Step Methodology.** A structured process involving data gathering, needs analysis, recommendation costing, prioritization, and implementation planning.
- **Stakeholder Engagement.** Utilization of public and staff surveys to identify critical issues like overcrowding, lack of privacy, and outdated technology.
- **Facility & Demographic Assessment.** A comprehensive evaluation of 724,345 SF of existing space mapped against population growth corridors to ensure equitable service access.

- Priority Tiering.
  - *High (1–3 Years).* Immediate projects with secured funding
  - *Medium (3–5 Years).* Necessary expansions
  - Low (5–8+ Years). Long-term goals and historic preservation
- **Implementation & Funding.** Deployment of $100M in existing Certificates of Obligation using various delivery methods (e.g., Design-Build, Competitive Sealed Proposals).

Hays County voted unanimously to accept the results of the CIP and to proactively use it as a "roadmap" for the county's needs and growth over the next 10 years. Adjacent to the CIP's last several months of effort, Hays County started working on and completed a Certificate of Obligation to fund the prioritized projects on the CIP list.

In addition, Hays County is adding a long-term Capital Improvement Fund starting with the fiscal year 2027 to support large capital building projects as a direct result of the CIP effort. They intend to update and maintain the CIP plan in the coming years.

This engagement reflects on ongoing history of service to Hays County. Broaddus & Associates previously served as project manager on the 3-story, 232,000 SF **Hays County Government Center** in San Marcos, details for which are included on the following page.

Other services to Hays County included facility assessments of the **Hays County Law Enforcement Center** (LEC), **Precinct 2 and Precinct 3 Office Buildings**, **the Historic County Jail**, **the Pet Resource Center Pre-design & Programming Effort**, and the **Road & Bridge Office**.



HAYS COUNTY | GOVERNMENT CENTER

San Marcos, TX

Broaddus & Associates was retained by Hays County to provide project management services on the 3-story, 232,000 SF Hays County Government Center in San Marcos, TX. The center includes multiple county functions including commissioners' offices and courtroom, district courtrooms, treasury, tax assessor, sheriff's department, justices of the peace, and several others for a total of 19 different departments and approximately 400 employees. The project was completed by utilizing the design-build delivery method. Broaddus & Associates provided pre-project services, as well as project management from the design and construction phases through the owner-occupancy/warranty periods.

At the time Broaddus & Associates was retained, the total project cost had risen to approximately $118M. The Hays County Court directed Broaddus & Associates to reduce costs and maintain the original schedule of completion. After extensive analysis by Broaddus & Associates' staff of architects, engineers, planners, and project managers, Broaddus & Associates offered the County three design and construction alternatives that would put the project within a budget and timeline, which led to a unanimous decision by the Court to approve going forward with the project.

Project Relevance

- ✓ **Texas County Courthouse**
- ✓ **$54M in Project Savings!**
- ✓ **Major Municipal Justice Facility**

Project Size

232,000 SF

Delivery Method

Design-Build

Project Timeline

Design Start: 10/2009
Construction Start: 04/2010
Complete: 12/2011

Project Value

Total: $64M
Construction: $51M

From more than 22 respondents, Broaddus & Associates led the selection of the design-build team to create a new, less costly design. The new design was more functional, aesthetically appealing, and sustainable. Through a process of "right-sizing" the program by Broaddus & Associates' planning group, the new design achieved the County's goal of retaining all original departments and staff, with space for expansion.



With a new budget of $72M, subsequently reduced to $63.8M through effective management of design and bidding, the new total project cost represented savings from the original projected cost to the then projected cost of more than $54M ($22M due to a 60,000 GSF reduction and $29M due to a more cost-effective design). Despite foregoing the original design and beginning the process all over, Broaddus & Associates was able to conduct a new RFQ and RFP process, decrease the total project cost, assist in selection of a design-build team, and begin design proceedings in the span of just five months.



BASTROP COUNTY | FIRE STATION #4

Bastrop, TX

Bastrop County selected Broaddus & Associates as Project Manager for the design and construction of Fire Station #4. The project consisted of the design and construction of a 12,000-SF fire station that includes a 4-bay apparatus area, equipment maintenance and storage area, administrative offices, living quarters, work out facility and a multi-use area.

Broaddus & Associates oversaw the procurement process, tracking the budget, and monitoring the schedule. Scope of services included performing a needs assessment, budget and schedule development, and design and construction oversight. As the County chose to utilize the Design-Build delivery method, Broaddus & Associates assisted the County in evaluation and selection of the Design-Build team and coordinated with the chosen team for the successful project completion.

Bastrop County had previously submitted a grant application in the wake of the 2011 Texas wildfires to fund the new fire station. The original program called for a 16,000-SF facility, but since the available grant funds could not construct a station this large, Broaddus & Associates assessed the program to identify budget issues and prioritize essential functions for the ESD. Meeting with the County engineers and emergency personnel, we were able to "right-size" the project to approximately 12,000 SF and maintain all the functions of the facility. By doing this, the County was able to issue a design-build solicitation with an accurate budget and program.

Project Relevance

- ✓ **Texas Fire Station**
- ✓ **Texas Municipality**
- ✓ **New Construction**

Project Timeline

Start: 04/2016
Construction: 07/2016
Complete: 06/2017

Project Value

Total: $4.2M
Construction: $3.7M



TRAVIS COUNTY | EMERGENCY SERVICES DISTRICT NO. 3 | OAK HILL FIRE DEPARTMENT – BARTON CREEK & CIRCLE DRIVE STATIONS

Austin, TX

Broaddus & Associates was retained by the Commissioners of Travis County Emergency Services District No. 3 to provide owner's project management services for design and construction of two new fire stations for the Oak Hill Fire Department. This was the first use of construction manager-at-risk services used by Travis County.

A. Barton Creek Fire Station

The first of two fire stations, Barton Creek Station, is in the aesthetically and environmentally sensitive Barton Creek Southwest Community. This 14,000-SF fire station is designed to contextually respond to its surroundings and follows the stringent design guidelines of this master-planned community.

Rearranging the administration area from the back of the building to its forefront saved both space and pavement covering. This created a more efficient emergency service center, where fire trucks can pull right next to the administration office.

The new facility includes administrative space for ESD #3, a large multi-purpose meeting room, firefighter living quarters, and three double-depth vehicle and equipment bays.

B. Circle Drive Fire Station

The second station for ESD #3 houses the same functions of the Barton Creek Station on a single level, plus an additional equipment/vehicle bay. Broaddus & Associates advised the district on matters relating to real estate acquisition for this project and provided overall project management for the job.

Project Relevance

- ✓ **Texas Fire Station**
- ✓ **Texas ESD Owner**
- ✓ **Project Management**

Project Timeline

Design Start: 10/2002 (A); 01/2005 (B)

Construction Start: 01/2004 (A); 11/2005 (B)

Complete: 01/2005 (A); 09/2006 (B)

Project Value

Total: $2.7M (A); $2.5M (B)



CITY OF BUDA | BOND PROGRAM MANAGEMENT SERVICES

Buda, TX

Broaddus & Associates was brought on by the City of Buda when the City terminated their contract with the previous project management firm after the expectations of budget and schedule were not met. We quickly assembled our team to analyze the status of the program and developed a work implementation plan.

The first task included review of the preliminary guaranteed maximum price proposal prepared by the contractor. Second, we ascertained the viability and accuracy of the proposed construction schedule and conducted a schedule optimization workshop with the contractor. Third, we performed a constructability and value engineering analysis to develop cost-saving ideas to minimize budget overruns.

Our analysis uncovered 84 discrepancies and 23 value-engineering initiatives that were presented to the city for consideration. We were also able to uncover $200K in excess contingency in the contractors GMP, which was immediately released to the city for use.

The city also retained our firm for periodic inspections during construction to maintain quality. Ultimately, our firm assisted Buda in completing the projects on schedule while controlling a budget that had increased before we were engaged. The Program included the following:

BudaTx breathe easy here™

Project Relevance

- ✓ **Texas City Owner**
- ✓ **Texas City Hall Facility**
- ✓ **Program Management**
- ✓ **Municipal Bond Program**

Project Size

20,000+ SF

Delivery Method

Design-Build

Project Timeline

Start: 02/2017
Complete: 04/2018

Project Value

Total: $32M



Municipal Complex

A municipal complex that will house the new City Hall, Public Library, and the Buda Economic Development Corporation.

Public Safety Building

The 14,420-SF building is now the new home of the Buda Police Department. The building features a gated enclosure for office parking and has two exit routes leading to Main Street. The building also houses a community meeting room for public meetings and interdepartmental training.

CITY OF PORT ARANSAS | CHARLES BUJAN PUBLIC SAFETY BUILDING

Port Aransas, TX

Broaddus & Associates served as owner's representative to the City of Port Aransas for its disaster recovery efforts in response to Hurricane Harvey. This program included repair, restoration and new construction for public safety facilities destroyed by the storm, including the 14,000-SF Charles Bujan Public Safety Building.

The facility now serves as the home to the Port Aransas Police Department and Nueces County Precinct 4 Constable's Office. The $12.3M complex also includes the city jail, a courtroom, and offices for the Port Aransas Municipal Court Judge and Precinct 4 Justice of the Peace.

After the hurricane, local law enforcement operated for years out of a temporary building set up a short distance from the project site, located where the original Public Safety Building was destroyed by the hurricane in 2017.

Project Relevance

- ✓ **Texas City Owner**
- ✓ **Public Safety Facility**
- ✓ **Includes Municipal Courts**
- ✓ **Project Management**

Project Timeline

Start: 2022
Complete: 04/2026

Project Value

Total: $12.3M



The project's complexities included navigating strict compliance with state and federal funding resources, including $7.7M of building costs funded by a FEMA public assistance grant.

Serving as the project manager, our team represented the city in its engagements with state and federal funding resources before ensuring the applicable projects were managed and delivered successfully. The diverse array of projects in the recovery program also included improving street drainage and the gas distributions system, a new fire and EMS building, harbor master building, piers and bulkheads, and significant improvements to parks and nature preserves.

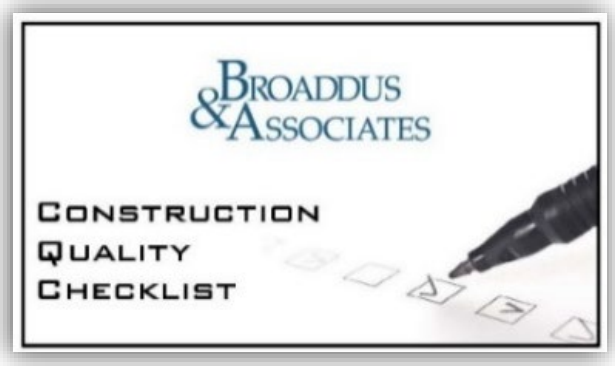
6. Quality Control

Broaddus & Associates implements a structured quality control program that integrates independent document review, cost validation, and schedule monitoring at each phase of the project. Our team cross-references design documents, contractor deliverables, and payment applications to ensure accuracy and compliance with contract requirements.

During construction, we maintain active field presence and documentation protocols to identify issues early, manage change effectively, and ensure project outcomes align with approved scope, budget, and schedule.

Design Phase

Preconstruction/Design Phase Quality control is embedded throughout Broaddus & Associates' project delivery process and extends beyond design document review to include oversight of decisions, assumptions, and execution. Our quality control program includes:



- Independent review of scope, cost, and schedule at key milestones.
- Constructability and coordination checks during design.
- Risk mitigation reviews through the Project Definition Rating Index BMP
- Cost validation through all stages of pre-design and design including effective contingency management.
- Reconcile any value-engineering options proposed by the Project Delivery Team

For the City of Rollingwood, quality control also means delivering information that is suitable for public review, Council presentation/approval, and audit purposes.

Our Project Managers are well versed in the oversight of the Design Team's Quality Control processes and Contractor's Quality Control Plans (QCP). We will hold both the design team and the contractor accountable to develop, employ, and report on the quality of their work. We implement QA techniques to ensure that expectations and standards are achieved throughout the project.

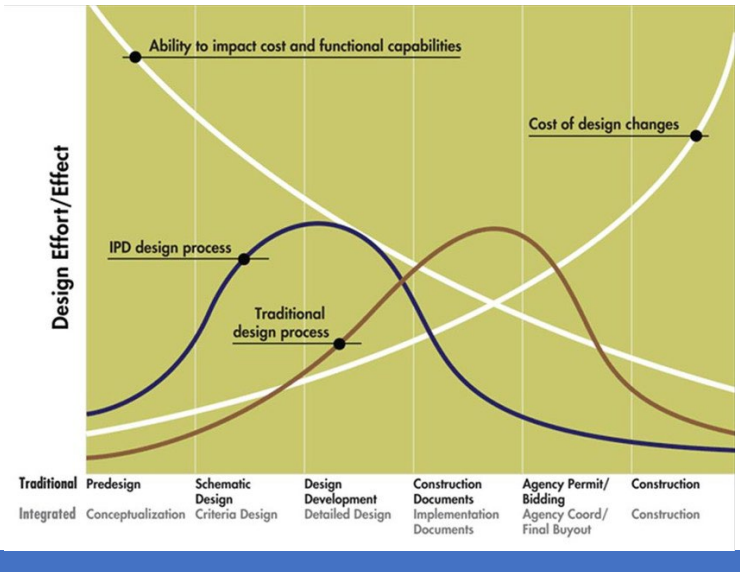
One value-added Design Phase QC related effort utilized on all projects is the Project Definition Rating Index (PDRI), a Construction Industry Institute (CII) Best Practice, which is deliberately embedded into the early design phase as a structured, repeatable process to elevate risk awareness, drive informed decision-making, and proactively mitigate uncertainty across the project lifecycle. Rather than treating design as a linear progression, Broaddus & Associates leads and facilitates the project delivery team in utilizing the PDRI as a **facilitated, milestone-based validation tool**, conducting iterative scoring sessions at key design phases (Programming/Schematic Design, Design Development, and pre-final design), which supports the fundamental principle illustrated by the cost influence curve: **the greatest opportunity to influence cost, schedule, and functional outcomes occurs early in the project**, when changes are still relatively low-cost and high-impact.

Exhibit 5. Cost-Influence Curve

The MacLeamy Curve

"this diagram illustrates the notion that the further a project team is through the design process, the great the cost of design changes. It makes a strong case for an integrative process."

Entire Team on-board early allows best opportunity to achieve objectives



The PDRI process Is not as a one-time checklist, but as a **continuous, integrated design-phase risk management tool**—one that transforms uncertainty into actionable intelligence and positions projects for successful execution. Early PDRI sessions expose critical gaps in scope definition across three core dimensions:

- Basis of Project Decision (Right Project)
- Basis of Design (Right Product)
- Execution Approach (Right Way)

Through facilitated workshops, the process requires project stakeholders, including owner representatives, designers, and technical advisors—to explicitly evaluate scope completeness and assign weighted scores reflecting uncertainty. This provides a **quantifiable measure of risk**, enabling the team to shift from subjective discussion to objective prioritization.



Construction Phase

There are several aspects to the construction quality control program. There are third-party inspection consultants such as material testing, commissioning, firestopping inspectors, SWPPP inspections, etc., as well as inspections performed by the AHJ. We take the lead in coordinating these efforts, ensuring they are carried out satisfactorily, and reporting results to the owner.

However, the most important component of a project's QC program is the QCP. A successful QCP has the contractor anticipating, finding, and resolving issues before owner inspectors uncover. It is our Best Practice to require a detailed, applicable QCP inclusive of inspection processes and checklists, roles, and responsibilities, testing plans, preinstallation meeting requirements, site observation procedures, mockup requirements, commissioning, warranty period requirements, and reporting protocols.

Our team will bring hands-on constructor expertise to the oversight of construction contractors and ensure the best subcontractors and tradesmen are working on this project, utilizing the local market to the fullest. ***Safety is a key program that receives priority attention.*** Quality control programs will be implemented, providing inspection and testing services, mockups for major finishes and important systems, and pre-installation inspections to minimize rework. A major role in the field is the coordination of contractors and provision for a user-friendly interface with the local campus affected. Specific activities during this phase include:

- Serve as the Owner's Point of Contact during construction. Conduct construction update meetings.
- Administer Construction Contract and General Conditions and serve as Owner's representative.
- Review compliance with all plans, specifications, and required terms and conditions.
- Design-Builder: QC Plan, Safety Plan, Environmental Compliance Plan, Minority Contracting Plan, etc.
- Review and participate in Construction Manager's buyout of subcontract packages; ensure scope analysis is complete and track budget/contingency adjustments.
- Update Commissioning /Startup Plan.
- Conduct site visits and inspections to review work in place and report in a standard format to Owner with reference to facilities standards and specifications, schedules, and budgets.
- Review Cost Control plan and monitor use of contingency.
- Review schedule attainment and review corrective action.
- Plan for FFE procurement/occupancy.
- Monitor construction progress and advise of any non-conforming scope or quality workmanship.
- Monitor Requests for Information and Designer responsiveness.
- Evaluate and make recommendations on change order requests.
- Continue the Change Management System into construction phase. Analyze each potential change, estimate cost and schedule impact, and negotiate the change amount.
- Evaluate and approve requests for progress payments.
- Coordinate vendors under separate contracts, such as security, data, telecommunications.
- Coordinate owner-furnished/contractor-installed and owner-furnished/owner-installed equipment.
- Perform Final inspections and monitor punch list work.



Quality of Construction

By the time construction commences on a project, many of the key decisions which will have an impact on the quality of the facility have long been determined. Our firm's philosophy is based on the premise that decisions made early will have the greatest impact on the project cost, schedule, and quality.

While it is our objective to influence the outcomes early in the process, we also recognize that there is no replacement for having high caliber, construction savvy technical professionals in the field. Throughout the duration of the construction process, we will have on-site construction inspectors reviewing quality of workmanship and compliance with the design intent. Following the same premise described in our design quality control review process, we believe that regular and frequent on-site construction review helps avoid mistakes before they have a significant negative impact.

The comprehensive process described above is standard operating procedure within Broaddus & Associates and is part of our Best Practices. All the projects listed in this submittal utilized these techniques. Consequently, each project remained under budget, on schedule, and resulted in a satisfied owner.


Haltom City Hall | Haltom City, TX

7. Additional Data

Value Added

In addition to the project experience detailed earlier in this response, we have included the following examples of our ability to advocate for local government owners. In many cases, the tangible savings we can achieve on the projects we manage exceeds our fee for services rendered.



Project Examples

Texas State Library & Archives Commission Complex

At the Texas State Library & Archives Commission Complex where we are serving as project manager to the Texas Facilities Commission, a Project Definition Rating Index (PDRI), a Construction Industry Institute (CII) Best Practice, is deliberately embedded into the design phase as a structured, repeatable process to elevate risk awareness, drive informed decision-making, and proactively mitigate uncertainty across the project lifecycle.

Rather than treating design as a linear progression, the project team utilized PDRI as a facilitated, milestone-based validation tool, conducting iterative scoring sessions at key design phases (Programming/Schematic Design, Design Development, and pre-final design). This approach is aligned with the fundamental principle illustrated by the cost influence and MacLeamy curves. The greatest opportunity to influence cost, schedule, and functional outcomes occurs early in the project, when changes are still relatively low-cost and have a high impact. Successive PDRI evaluations tracked the delta between sessions, highlighting how risk was actively reduced as the design matured. Between iterations, the PDRI process directly influenced targeted mitigation actions, including:

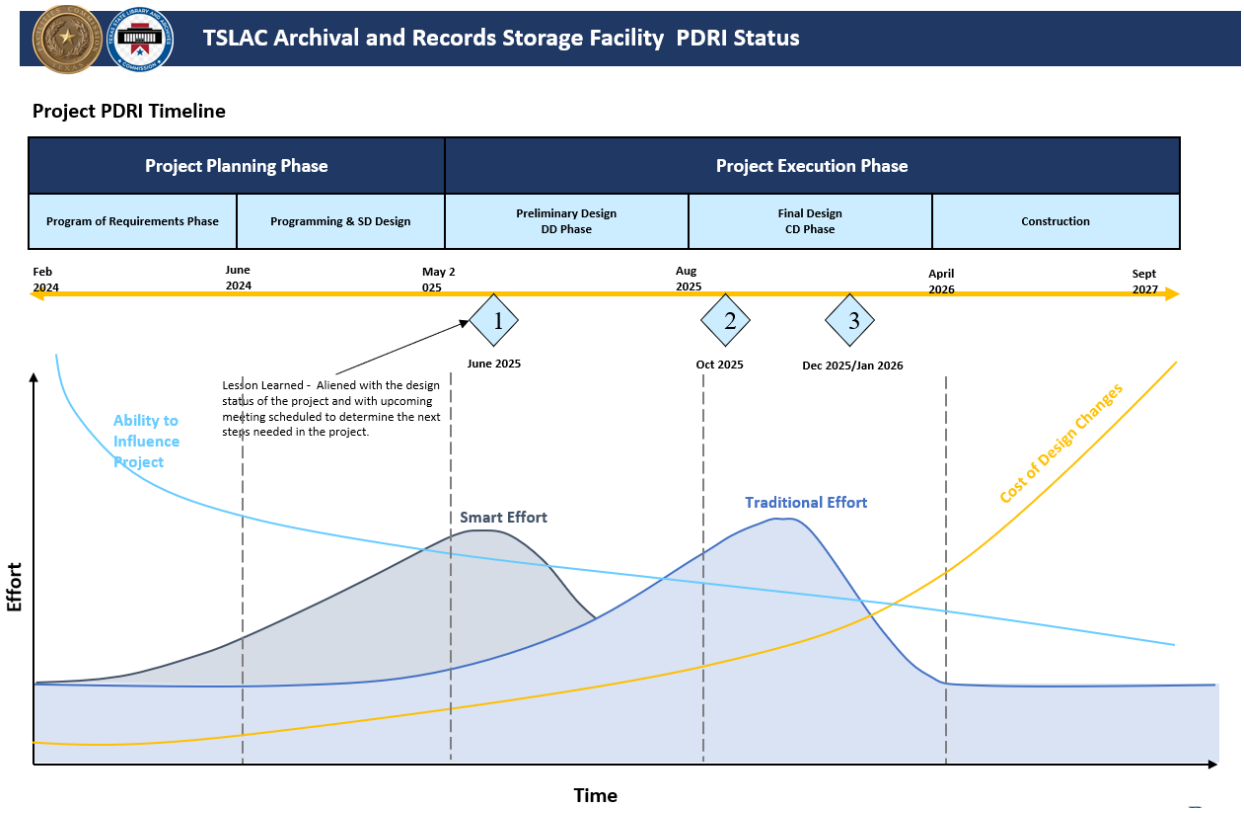
- Expanded geotechnical investigations to reduce subsurface uncertainty.
- Structured engagement with AHJs to resolve permitting and code risks.
- Refinement of site layout and building systems based on clarified requirements.
- Formalization of procurement strategies, particularly for long-lead mechanical and electrical systems.

These actions demonstrate how PDRI functioned not simply as a diagnostic tool, but as a driver of design evolution, ensuring that each subsequent phase incorporated lessons learned and reduced exposure to downstream risk. By integrating PDRI into the design phase, the project team established a **transparent and collaborative risk management framework** that:

- Identified and quantified scope gaps early.
- Facilitated alignment among the owner, designer, and stakeholders.
- Directed targeted mitigation strategies tied to measurable outcomes.
- Reduced uncertainty in cost, schedule, and execution planning.
- Enabled informed decision-making at each design milestone.

Consistent with broader industry findings, this structured approach to front-end planning has enabled measurable improvements in project performance, including reduced cost growth, fewer change orders, and improved schedule reliability since strong scope definition was achieved prior to construction. The key principle is that the ability to influence outcomes is highest early in design. Using PDRI, we intentionally shifted effort forward to resolve uncertainties before they become costly.

Exhibit 5. Cost-Influence Curve Example from TSLAC



Hays County | Government Center

At the time Broaddus & Associates was retained as project manager, the total project cost had risen to approximately $40M over budget. The Hays County Court directed Broaddus & Associates to reduce costs and maintain the original schedule of completion. After extensive analysis by Broaddus & Associates' staff of architects, engineers, planners, and project managers, Broaddus & Associates offered the County three design and construction alternatives that would put the project within a budget and timeline, which led to a unanimous decision by the Court to approve going forward with the project.

Through a process of "right-sizing" the program by Broaddus & Associates' planning group, the new design achieved the County's goal of retaining all original departments and staff, with space for expansion. With a new budget of $72M, subsequently reduced to $63.8M through effective management of design and bidding, the new total project cost represented savings from the original estimate to the revised estimate of more than $54M ($22M due to a 60,000-SF reduction and $29M due to a more cost-effective design). Despite foregoing the original design and beginning the process all over, Broaddus & Associates was able to conduct a new RFQ and RFP process, decrease the total project cost, assist in selection of a design-build team, and begin design proceedings in the span of just five months. The project was ultimately delivered on the originally scheduled completion date.

City of Buda | Municipal Complex & Public Safety Building

Broaddus & Associates was retained by the City of Buda when they terminated their contract with the previous project management firm after the expectations of budget and schedule were not met. We quickly assembled our team to analyze the status of the program and developed a work implementation plan. The first task included review of the preliminary guaranteed maximum price proposal prepared by the contractor. Second, we ascertained the viability and accuracy of the proposed construction schedule and conducted a schedule optimization workshop with the contractor. Third, we performed a constructability and value engineering analysis to develop cost-saving ideas to minimize budget overruns.



Our analysis uncovered 84 discrepancies and 23 value-engineering initiatives that were presented to the city for consideration. We were also able to uncover $200K in excess contingency in the contractors GMP, which was immediately released to the city for their use. Ultimately, our firm assisted Buda in completing the $55M project on schedule while controlling a budget that had increased before we were engaged.

Bastrop County | Facility Needs Assessment

Broaddus & Associates provided facility assessments to determine the spatial needs for new administrative and judicial facilities for select departments in Bastrop County. The recommendations gave significant weight to mitigating security and safety concerns that occur in the current facilities for the staff and public utilizing them. To accomplish this study the planning team conducted interviews with each of the stakeholders to determine the spatial requirements into existing and future (5- to 10-year) needs to include square footage, relative adjacencies, and security. This study was conducted in two phases as a two-part development scheme. Phase I of the study included the County Development Services and Tax Assessor. Phase II consisted of a Justice Court Complex (including new District Courts, District Clerk, and District Attorney space) and Law Enforcement Administration Building.

City of Long Beach | Fire Station #2

Broaddus & Associates became involved after the design had been in process for eight months, and ineffective management of FEMA 404 Hazard Mitigation jeopardized design completion. The FEMA 404 process was challenging to the architecture firm since it had not participated in a 361-shelter HMGP project in the past, and the mitigation firm was not properly managing the project. The FEMA 404 HMGP scope was not properly estimated, and the scope of the shelter did not fulfill the long-term needs of the city. For example, if only 2,700 SF was hardened to FEMA 361 specifications, then the remaining portion of the building would be in danger of collapse and the facility would be useless after a disaster.

After identifying the issues and gaining acceptance from the mayor, fire chief and FEMA, Broaddus & Associates directed the architect in the development of a new funding and cost analysis, in addition to appealing to FEMA for the additional scope and funding. With FEMA 404 approval, the project received $1.4M in additional funding for the shelter portion of the building. As a key public building in Long Beach, it is a functional and attractive first responder facility capable of withstanding 200+ MPH winds.

Bastrop County | Development Services & Tax Assessor Building

The Bastrop County Development Services and Tax Assessor building accommodates the County's Development Services, Tax Assessor Collector, and other offices. As Project Manager, Broaddus & Associates tracked the budget, monitoring the schedule, and oversaw the project quality. Scope of services included performing needs assessment, programming, master planning, budget, and schedule development, design, and construction oversight, as well as move coordination. As the County chose to utilize the D-B delivery method, Broaddus & Associates assisted the County in evaluation and selection of the D-B team and coordinated with the chosen team for successful project completion. **We returned $142,778 in savings to the owner.**

Comal County | Jail

On this new $76M jail in New Braunfels, using the original plan as a starting point, our team went through the entire new jail and sheriff's office renovation and re-programmed all of it after in-depth discussions with every staff lead and department. This needs assessment effort saved time once the project moved into SD/PV Phase, since the streamlined Design Phase allowed the Construction Phase to commence that much sooner. **Our team was also able to save the Owner almost $1M by introducing the Tella Firma foundation system design.** Furthermore, because of our proactive SD Phase programming verification efforts of the county's needs assessment on the bond approval package, our team was instrumental in achieving a new jail cost savings of more than $60/SF compared to the neighboring Hays, Kendall, Bexar and Bee County jail designs that received their GMP approvals at a similar time to Comal County.

City of Georgetown | Fire Station #2

Broaddus & Associates assisted with procurement of geotechnical services and the Design-Build team, while assisting the city with developing the budget and schedule. In addition to project management for design and construction of the new fire station, services also included overseeing demolition of the original fire station facility. We completed programming for the facility, meeting with the City of Georgetown, fire department, IT, and facilities staff to analyze spatial and technical requirements. To complete programming services, Broaddus Planning provided initial design parameters and confirmed the building's spatial requirements.

City of Gulfport | Curry Public Safety Center

The 78,960 SF, 3-story Robert J. Curry Public Safety Center covers an entire city block and is home to the Police Community Services, Municipal Courts and Police Administration. **Broaddus & Associates led the value engineering effort that saved the city more than $500K.** The savings were placed in the furniture, fixtures, and equipment budget, enabling the city to have a project finished with updated equipment. Our firm also facilitated the complex application process for multiple funding sources, including FEMA, MEMA, grants and insurance proceeds. Our advocacy on Gulfport's behalf maximized the available recovery funds for this project to reduce the burden on local taxpayers.



Williamson County | Justice Center Expansion

On this $51M criminal justice complex expansion, our firm assisted the County in realizing hundreds of thousands of dollars in savings, including:

- Change-Order Management System Controls: County **avoided an $80K overpayment.**
- Contract Negotiations: Represented the County during contract negotiations for the construction manager's negotiations for the preconstruction services contract.
- Critical Evaluation of Services to be rendered and **reduction of overall fee by $150K.**
- Periodic Design Review: Utilized its extensive experience in code compliance for **savings of $40K.**
- Contract Conformance Management: Helped County **avoid overpayments of approximately $40K.**
- Coordination with Local Building Authority: Negotiated a compromise to noncompliant egress requirements by utilizing an innovative design solution which **saved the County $150K.**
- Constructability Review: Through its regular and comprehensive constructability reviews during the design phases, **Broaddus & Associates identified and resolved numerous design deficiencies and realized basic cost savings of $40K.**



Austin, TX (Headquarters)

College Station, TX

Dallas / Ft. Worth, TX

El Paso, TX

Hattiesburg, MS

Houston, TX

McAllen, TX

Tupelo, MS

San Antonio, TX

Washington, DC

800.786.8689
BroaddusUSA.com

THE BROADDUS COMPANIES

We exist to advocate for owners and
dramatically improve the building process

CPM TEXAS

OWNER'S REPRESENTATION · PROGRAM MANAGEMENT

STATEMENT OF QUALIFICATIONS

Owner's Representative Services for City Hall Improvements

City of Rollingwood, Texas · In partnership with
Travis County Emergency Services District No. 9



Prepared for
Alun Thomas, City Administrator
City of Rollingwood · 403 Nixon Drive
Rollingwood, TX 78746

Submitted by CPM Texas
222 West Avenue, Suite 200, Austin, TX
RFQ Due · June 8, 2026
cpmtx.com · 512-298-1700

CITY OF ROLLINGWOOD · OWNER'S REPRESENTATIVE SERVICES

A boutique owner's representative, five minutes from your City Hall.

CPM Texas represents the owner's interest on capital projects — and only the owner's. We are not architects, designers, or contractors. We hold no financial interest in any contractor, subcontractor, or vendor on a project we manage. Our role is to coordinate decisions, manage risk, and keep the work aligned with the City's goals, schedule, and budget.

120	$2.2B	9.5M	2013
PROJECTS DELIVERED	COMBINED VALUE	GROSS SQUARE FEET	FOUNDED · AUSTIN, TX

THIS SUBMISSION RESPONDS TO

SOLICITATION	RFQ — Owner's Representative Services for City Hall Improvements
ISSUED BY	City of Rollingwood, Texas
RELEASE DATE	May 8, 2026
RESPONSE DUE	June 8, 2026 · 10:00 a.m.

FIRM CONTACT

AUTHORIZED CONTACT	John Duke, Principal & Vice President
TELEPHONE	512-298-1700
EMAIL	jduke@cpmtx.com
OFFICE	222 West Avenue, Suite 200, Austin, TX 78701

Addendum acknowledgment. CPM Texas acknowledges receipt of Addendum No. 1 issued for this solicitation. Responses are submitted individually; no joint response or sub-consultant is proposed for this engagement.

STATEMENT OF QUALIFICATIONS

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JOHN DUKE, PRINCIPAL & VICE PRESIDENT

512-298-1700 · jduke@cpmtx.com

Austin, Texas · cpmtx.com

June 8, 2026

Alun Thomas, City Administrator
City of Rollingwood
403 Nixon Drive · Rollingwood, TX 78746

Re: RFQ Response — Owner's Representative Services for City Hall Improvements

Dear Mr. Thomas,

CPM Texas is pleased to submit this Statement of Qualifications in response to the City of Rollingwood's Request for Qualifications for Owner's Representative (OR) Services for City Hall Improvements. We welcome the opportunity to serve the City and Travis County ESD No. 9 on this project.

CPM is an Austin-based owner's representative and project management firm founded in 2013. We provide OR and project management services to public and private clients across Texas, including counties, municipalities, public agencies, commercial developers, nonprofits, and institutional organizations. We have provided OR services to local government entities since the firm's founding. Our team members are former general contractors who now represent owners exclusively. That construction background shapes everything we do — from how we read drawings and review costs to how we negotiate change orders and hold project teams accountable.

This project is at a stage where the right representative can set the trajectory for everything that follows. CPM has guided comparable public-sector projects across the full lifecycle — from the pre-architect conceptual stage on the Texas Municipal Center for the TML Intergovernmental Risk Pool, through the preconstruction and construction phases on the Gonzales County capital program (where we joined with the architect already onboard), to the headquarters renovation for the Texas Association of Counties. We understand dual-entity governance, public procurement, budget development from a needs assessment, and the importance of communicating clearly with elected officials and staff who are not in the construction business every day.

Our office is in downtown Austin, five minutes from Rollingwood City Hall. John Duke, Principal, and Jay Milstead, Project Manager, will serve as the City's dedicated team. We do not propose any sub-consultants for this engagement. All services will be provided directly by CPM Texas under a fixed monthly fee.

We look forward to the opportunity to discuss our qualifications with the City Council.

Respectfully,

John Duke

Principal & Vice President · CPM Texas

02

Firm Description

Who CPM Texas is, where we are based, how long we have served local government, and the single Austin office responsible for the City's project.

TAB 2 · FIRM DESCRIPTION

Firm Description

FIRM NAME	CPM Texas
OFFICE ADDRESS	222 West Avenue, Suite 200, Austin, TX 78701
CONTACT PERSON	John Duke, Principal & Vice President
TELEPHONE	512-298-1700
EMAIL	jduke@cpmtx.com
WEBSITE	cpmtx.com

YEAR FOUNDED	2013
YEARS PROVIDING OR SERVICES TO LOCAL GOVERNMENT	13 years (since founding)
PARENT OFFICE(S)	None. CPM Texas operates from a single office in Austin, TX.
OFFICE RESPONSIBLE FOR PROJECT	Austin, TX (sole office)
FIRM SIZE	12 professionals. Four principals.

— A boutique owner's representative built from construction

CPM Texas is a boutique owner's representative and project management firm serving public and private clients across Texas. We provide Owner's Representative (OR), program management, cost management, scheduling, procurement, and project controls services. Our team members are former general contractors who now represent owners exclusively, bringing a practical, construction-informed perspective to every engagement.

> **No divided loyalties.** CPM acts entirely on the owner's behalf, with no financial interest in any contractor, subcontractor, or vendor. For this engagement, all services are provided directly by CPM Texas — no sub-consultants — under a single fixed monthly fee.

13 yrs
SERVING LOCAL GOVERNMENT

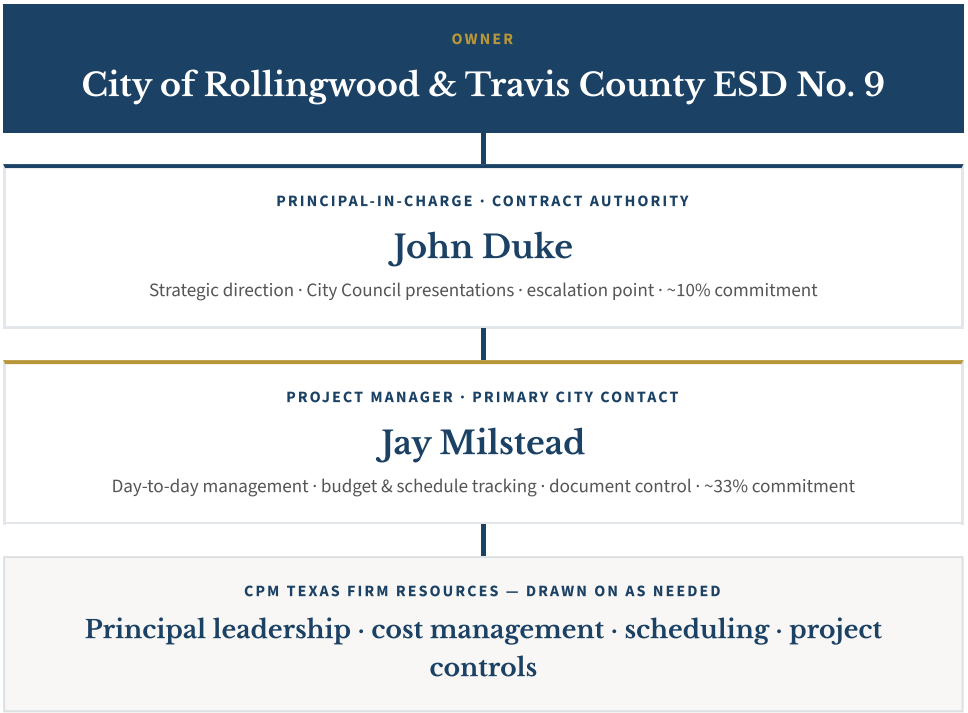
1
AUSTIN OFFICE · 5 MIN TO CITY HALL

120+
CENTRAL TEXAS PROJECTS

TAB 2 · ORGANIZATIONAL CHART & CAPACITY

Organizational Chart

A deliberately flat structure. Two named professionals serve the City directly, backed by CPM's principal leadership and project-controls resources. No layers between the City and the people doing the work.



— Current workload, staffing & ability to meet the schedule

CPM's current portfolio spans active municipal, county, and institutional engagements, all staffed from our single Austin office. This project is sized to be carried comfortably within that capacity: Jay Milstead dedicates roughly one-third of his professional focus to Rollingwood as primary contact, and John Duke holds principal oversight at roughly ten percent. Because we propose no sub-consultants, there are no external schedules to coordinate around — the City's timeline is managed entirely in-house. Our proximity, five minutes from City Hall, lets the team attend Council meetings, site visits, and working sessions on short notice.

03

Project Team & Qualifications

The two professionals who will serve the City, their qualifications and municipal experience, and the level of effort each commits to this project.

TAB 3 · PROJECT TEAM & QUALIFICATIONS

Your dedicated team

Two named professionals, both former general contractors, serve the City directly. The same people who present to Council are the people reading the drawings and negotiating the change orders.



PRINCIPAL-IN-CHARGE

John Duke

EDUCATION	B.S. Interdisciplinary Studies, UT Arlington
CERTIFICATION	LEED AP
WITH CPM	Since 2017 · 20+ years experience
COMMITMENT	~10% of time



PROJECT MANAGER · PRIMARY CITY CONTACT

Jay Milstead

EDUCATION	B.A. Construction Science, Texas A&M
CIVIC	Pilot Knob MUD No. 3, Secretary
WITH CPM	Since 2022 · 10+ years experience
COMMITMENT	~33% of time

— Principal oversight

John Duke provides strategic direction, attends City Council presentations, serves as the escalation point for decisions requiring principal judgment, and maintains contract authority. He attends project meetings as needed, particularly in the front-end definition phases. His involvement spans the full engagement.

— Project management

Jay Milstead serves as the City's primary day-to-day contact. He manages meetings, tracks budget and schedule, coordinates the design team and contractor, manages document control, and reports to both the City and CPM principal leadership. One-third of his professional focus is dedicated to this project.

TAB 3 · QUALIFICATIONS SUMMARY

Qualifications at a glance

	JOHN DUKE	JAY MILSTEAD
Education	B.S. Interdisciplinary Studies, UT Arlington	B.A. Construction Science, Texas A&M University
Certifications	LEED AP	—
Years with Firm	9 years (since 2017)	4 years (since 2022)
Total Experience	20+ years	10+ years
Prior Firms	The Beck Group (2005–2017)	The Beck Group (2018–2022)
Professional / Civic	ULI Austin (Management Committee); RECA (Events Committee); Town Lake YMCA Board Chair	ULI Austin (Young Leaders); Young Men's Business League; Pilot Knob MUD No. 3, Secretary
Municipal Experience	Gonzales County Program ($43M); Texas Municipal Center ($90M); TAC 1210 Refresh ($8.8M); Travis County North Campus ($46M); Skyline Park ($13M)	Skyline Park ($13M); Pilot Knob MUD No. 3 board service
Time Commitment	~10%	~33%

— Regulatory knowledge

CPM is familiar with the procurement and regulatory framework governing municipal construction in Texas, including Local Government Code Chapter 252 (municipal purchasing) and Texas Government Code Chapter 2269 (alternative project delivery methods, including Construction Manager at Risk), as well as the coordination requirements associated with franchise utilities such as Austin Energy. Across 120+ projects in Central Texas, CPM has navigated local permitting, environmental review, and agency coordination on behalf of public and private owners.

SUB-CONSULTANTS & SUPPORT STAFF

CPM is proposing John Duke and Jay Milstead as the named personnel assigned to the City's project. No separate sub-consultants or additional dedicated support staff are proposed at this time. CPM's internal principal leadership, cost-management, scheduling, and project-controls resources may be consulted as needed, but John and Jay will remain responsible for delivery of the services, communication with the City, and accountability for the work product. If the City later requests additional named resources, CPM can identify them and define their specific roles before they are assigned to the project.

CERTIFIED CONSTRUCTION MANAGER (CCM)

No team members currently hold the CCM designation. Both John Duke and Jay Milstead meet the prerequisite qualifications for CCM certification.

PRINCIPAL · AUSTIN, TEXAS

John Duke

Owner's Representative & Program Manager



John brings 20+ years of leadership across general contracting, owner-side project management, and program management. His experience in both project manager and superintendent roles lends a ground-level understanding of construction operations, complementing his "boots on the ground" leadership style and consistently delivering results for CPM's clients.

WITH CPM	TOTAL EXPERIENCE	CERTIFICATION	PRIOR
2017 – Present · Principal	20+ years	LEED AP	The Beck Group · 2005–2017

EDUCATION

University of Texas at Arlington
B.S., Interdisciplinary Studies, Landscape Design

CERTIFICATIONS

LEED AP

PROFESSIONAL

ULI Austin — Management Committee / Membership Chair
Real Estate Council of Austin — Events Committee

CIVIC

Town Lake YMCA — Board Chair
Town & Country Sports — Youth Soccer Coach
Dell Children's Trust
UM ARMY — Board of Directors

EXPERT SERVICES

Construction claims consulting and expert-witness services for clients resolving construction-related disputes.

CIVIC / PUBLIC & MUNICIPAL

Texas Municipal Center IRP	$90M	Gonzales Co. Courthouse Annex	$11M
Travis County North Campus	$46M	Texas Assn. of Counties — refresh	$7M
Gonzales Co. Courthouse Restoration	$30M	Gonzales Co. Randle Rather Bldg.	$2M
Texas Assn. of Counties — office	$25M	Skyline Park — 21-ac. park (MUD)	$13M

MIXED-USE & MULTIFAMILY

RBJ Redevelopment — 17-ac.	$230M	Velocity — 314-ac. mixed-use	ND
Goodwin — multifamily (363 u.)	$90M	Cortado — student housing (368 beds)	$70M
The Weaver — multifamily (249 u.)	$35M	Zenith — multifamily (92 u.)	$25M
Brixton South Shore (102 u.)	$17M	Aspen Heights — (2,238 beds)	ND

COMMERCIAL · FAITH · SPECIALTY

Indeed Tower — 300K sf finish-out	$116M	Congregation Beth Israel Synagogue	$28M
Covenant Presbyterian — Eaton Hall	$8M	FUMC Georgetown — improvements	$7M
Kissing Tree Amenity Centers (2)	$20M	360 Condominiums — edge repairs	$17M

THE BECK GROUP · 2005–2017

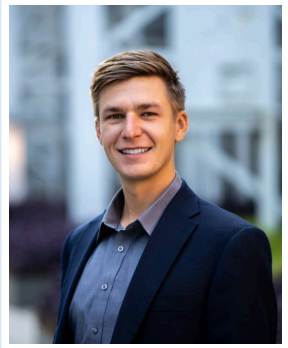
Integrated Project Leader · Project Manager · Senior Superintendent

UT Norman Hackerman Building	$130M	Trammel Crow, 500 W. 2nd St.	$117M
Domain Phase 1	$110M	Domain Phase 2	$90M
Dell Children's 3rd Tower	$28M	Concordia University Relocation	$16M

PROJECT MANAGER · AUSTIN, TEXAS

Jay Milstead

Owner's Representative & Project Manager



Jay is a project-management professional with distinctive experience leading Integrated Design-Build teams through the delivery of complex building projects. He pairs technical fluency with an even-keeled command of the construction process, translating owner intent into a buildable plan and a buildable plan into a closed-out asset.

WITH CPM	TOTAL EXPERIENCE	CIVIC	PRIOR
2022 – Present · Project Manager	10+ years	Pilot Knob MUD No. 3 · Secretary	The Beck Group · 2018–2022

EDUCATION

Texas A&M University
B.A., Construction Science
Minor in Business

PROFESSIONAL

ULI Austin — Young Leaders Program
Young Men's Business League — Active Member

CIVIC

Pilot Knob MUD No. 3 — Secretary

AREAS OF PRACTICE

Integrated Design-Build delivery · High-rise residential · Multifamily & mixed-use · Park & public-realm projects · Performance & wellness facilities · Owner's representation through closeout

CPM TEXAS · 2022 – PRESENT · PROJECT MANAGER

Skyline Park — 21-ac. park (MUD)	$13M	The Linden — high-rise condos (117 u.)	$110M
McKinney Falls Apts. (290 u.)	$80M	7618 Burnet Road — wrap (300 u.)	$79M
The Merriman — garden (313 u.)	$55M	Dripping Springs Sports Club (141K sf)	$65M
Yoga Studio (8K sf)	$12M	5th & West Condos — fire suppression	$11M

THE BECK GROUP · 2018–2022 · ASSISTANT PROJECT MANAGER

Managed phases of construction on Integrated Design-Build projects, coordinating design, preconstruction, and field operations.

River South Office — 401 South 1st	$108M	2010 East 6th Street Office	$27M

EARLIER · PROJECT MANAGEMENT INTERNSHIPS

Harvey Cleary — The Pond Hockey Club	2016	Rampart — Post South Lamar	2015
John King — Southside Market, Bastrop	2014		

Direct municipal-board perspective. As Secretary of Pilot Knob MUD No. 3, Jay brings firsthand familiarity with the governance, budgeting, and public-meeting dynamics that shape decisions for the City and the ESD.

04

Scope of Services / Project Approach

How CPM stands between the City and the complexity of a capital project, the step-by-step roadmap we recommend — and our direct response to the RFQ Scope of Services, from pre-construction through closeout.

TAB 4 · PROJECT APPROACH

The owner sits at the center. So do we.

CPM serves as the City's trusted adviser. We coordinate decisions, manage risk, and keep the project aligned with the City's goals and constraints. The diagram below illustrates what sits at the center of every capital project we manage: the owner.



A CAPITAL PROJECT HAS DOZENS OF MOVING PARTS

Stakeholders, regulatory entities, the design team, contractors, legal and financial advisers, utilities, and more — the owner sits at the center of all of it.

CPM stands between the City and that complexity. We coordinate, translate, and advocate so that decisions reach you clearly, on time, and with the information you need to act.

What this means for Rollingwood. With two owners at the table — the City and Travis County ESD No. 9 — clear coordination is not optional. CPM manages the flow of information between both entities, the design team, and the contractor so that City Hall and the fire station advance as one project.



SKYLINE PARK, EASTON PARK · CPM: JOHN DUKE & JAY MILSTEAD

TAB 4 · RECOMMENDED PROJECT ROADMAP

A roadmap built for where this project stands today

PRE-DESIGN

1 ## Review Needs Assessment

Sit down with City and ESD staff to review the existing needs assessment and confirm program requirements.

2 ## Build Initial Cost Model

CPM develops a cost model from the needs assessment — a realistic starting point that gives any incoming design team a clear idea of scope and scale. *Already demonstrated in the attached exhibit (Additional Data).*

3 ## Early Due Diligence (Concurrent)

Upon City/ESD alignment on the cost model, CPM procures the following simultaneously: **Architect** (full design team, qualifications-based); **Civil Engineer** (site constraints map); **Certified Surveyor** (survey & SUE); **Phase 1 ESA**; and **Geotechnical Investigation**.

DESIGN

4 ## Programming Validation

Architect conducts a programming validation exercise with City and ESD staff, running in parallel with civil, survey, ESA, and geotech work.

5 ## Updated Cost Model & Project Budget

CPM updates the cost model using validated program data, historical benchmarks, and market feedback.

6 ## Present Budget to Council for Approval

Formal presentation of the overall project budget before design advances.

7 ## Schematic Design

With an approved budget and civil site constraints map in hand, the architect and civil engineer begin schematic design.

8 ## Procure Construction Manager at Risk

Brings the contractor in early to validate costs, participate in design meetings, and be accountable before construction starts.

CONSTRUCTION + CLOSEOUT

9 Construction

CPM manages through substantial completion and closeout, as detailed in our Scope of Services.

10 Debt Funding & Bond Support

CPM supports the City with funding coordination and bond underwriting as needed.

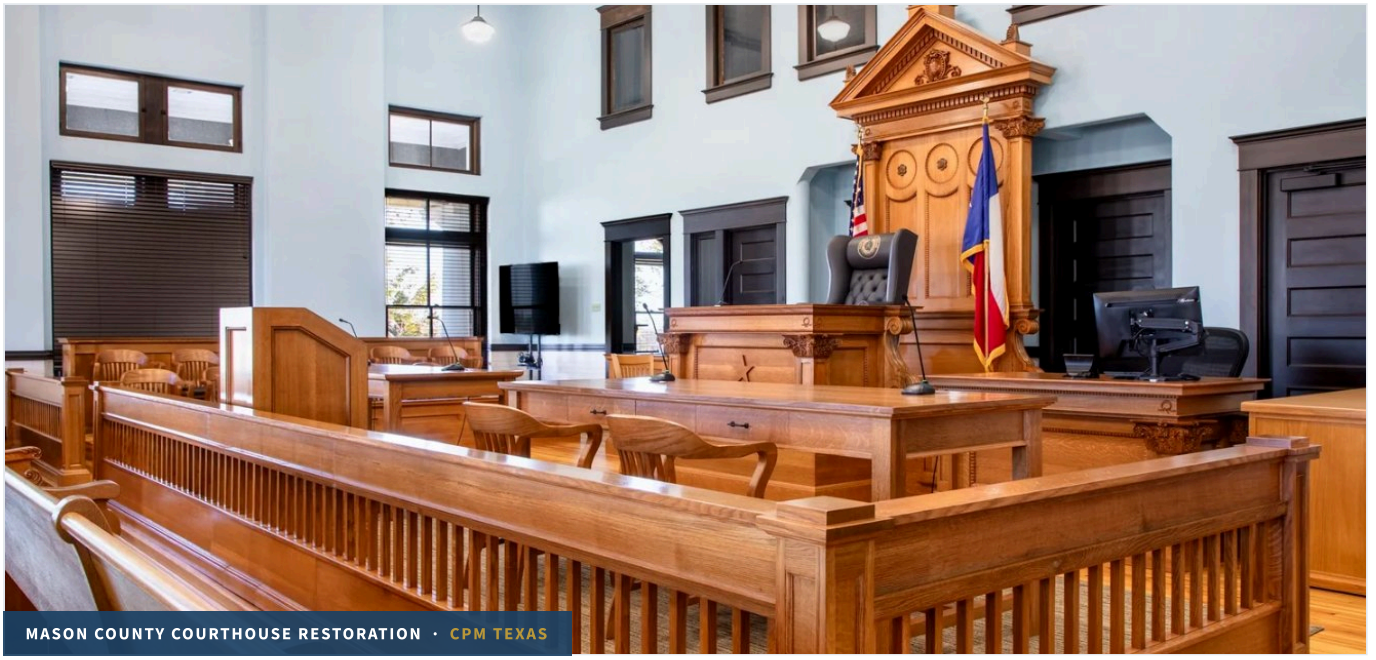
— Why Construction Manager at Risk?

CMAR brings the contractor into the process early, allowing them to validate costs during design. This reduces surprises at GMP. Approximately 85% of the project cost is publicly procured through the subcontracting process. The CMAR is competitively procured for their markups, covering the remaining 10–15% of direct cost.

~85%

PUBLICLY PROCURED THROUGH SUBCONTRACTORS

Through closeout. CPM stays engaged past substantial completion — verifying record documents, O&M manuals, warranties, and staff training — so the City takes over a fully documented building.

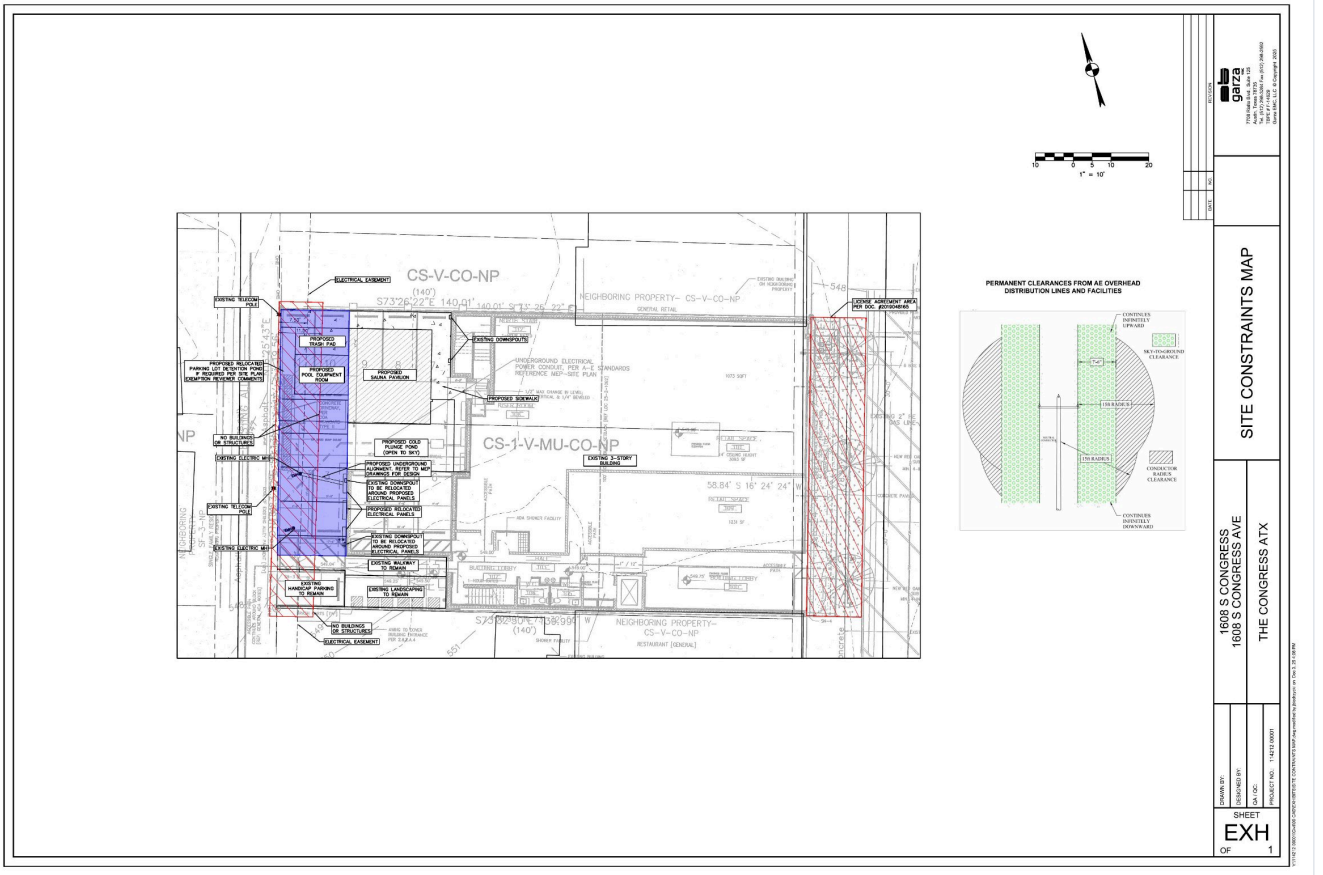


MASON COUNTY COURTHOUSE RESTORATION · CPM TEXAS

TAB 4 · PROJECT APPROACH

Civil Site Constraints Map *Sample*

A civil site constraints map identifies the physical, regulatory, and utility limitations on a property before design begins. It is a basic step that is frequently missed. Getting it done early gives the architect real boundaries to design within and prevents costly surprises.



ITEMS IDENTIFIED BEFORE DESIGN BEGINS

- Easements & setbacks
- Underground & overhead utilities
- Property lines & right-of-way
- Floodplain & drainage
- Zoning & code restrictions
- Buildable area

TAB 4 · SCOPE OF SERVICES / PROJECT APPROACH

Our approach to the Scope of Services

CPM Texas serves as the City's dedicated Owner's Representative, advocate, and project quarterback — advancing the City's and the ESD's interests across planning, design, construction, and closeout. Our role is to coordinate, monitor, review, and advise on the City's behalf, keeping the project moving on schedule and aligned to budget while the design and construction professionals carry their licensed responsibilities. Supporting detail for several items appears in Tab 6: Quality Control.

PRE-CONSTRUCTION PHASE

- **Establish the communication protocol** between CPM, the City, and the ESD, and maintain it throughout.
- Assist in **defining project needs** and refining the needs assessment, and advise on delivery method — we recommend Construction Manager at Risk for early contractor involvement and competitive value.
- **Develop and manage the Architect RFQ** and the General Contractor / CMAR RFP in accordance with governmental purchasing requirements; facilitate selection and evaluation.
  See Tab 6 — Bid Review.
- **Create and maintain the milestone schedule** for design and construction, with City input.
- **Coordinate correspondence** between the City, Architect, and Contractor; review design documents for constructability, cost-effectiveness, and coordination.
- **Advise on design aesthetics** and cost-effective outcomes in coordination with the Architect.
- **Develop and track the project budget;** provide cash-flow projections; coordinate value engineering at each milestone; review and recommend consultant invoices.
- **Notify the City of design and budget concerns** throughout, and monitor all parties for conformance to schedule and budget.
- **Facilitate contract negotiations** and aid in review of GC pricing or the CMAR guaranteed maximum price; coordinate preparation of contract documents for the City's legal counsel.
- **Facilitate and document preconstruction conference(s);** coordinate with local utilities and entities.

On cost estimating. CPM will lead and manage the project cost-control process from the earliest planning phase through construction. At the pre-design stage, CPM will prepare an owner-level cost model based on the City's needs assessment, anticipated program, comparable project benchmarks, escalation, contingency, soft costs, and delivery assumptions. As design advances, CPM will coordinate and validate updated cost estimates at each major design milestone, reconcile those estimates against the approved project budget, and identify scope, cost, and value-engineering options for City consideration. Where detailed trade-level estimating is required, CPM will coordinate that effort through the design team, CMAR, or qualified estimating resources, while remaining responsible for reviewing, challenging, and translating the estimate into clear budget recommendations for the City.

CONSTRUCTION PHASE

- **Maintain the communication protocol** among City, Architect, and GC/CMAR, and represent the City in project meetings.
- **Monitor overall budget and schedule** and advise the City of trends affecting timely, cost-effective completion. *KPIs tracked monthly — Tab 6.*
- **Coordinate construction logistics;** review the GC/CMAR schedule of values and construction schedule and recommend action.
- **Review and verify monthly pay applications;** review and recommend contractor and consultant invoices. *See Tab 6 — Invoice Review.*
- **Review and analyze proposed change orders,** negotiate fair resolutions, and manage schedule impacts. *See Tab 6 — Change Order Review.*
- **Coordinate Owner activities** — occupancy, FF&E procurement, and technology.

— Site observation & weekly reporting

During construction, CPM will perform regular site observations and generate site visit reports documenting general progress, observed issues, unusual events, representative photographs, schedule concerns, and items requiring follow-up by the Architect, Contractor, or City. CPM's observations will be performed from the Owner's Representative perspective and will not replace the Architect's construction administration responsibilities, special inspections, material testing, or code-required inspections. CPM will, however, coordinate closely with those parties, track open issues, and keep the City informed of conditions that may affect cost, schedule, quality, or occupancy.

— Inspection & deficiency tracking

CPM will support the project quality program by regularly observing the work for general progress, quality, and conformance with the Contract Documents, coordinating Owner testing and special inspection activities, reviewing testing and inspection reports, and tracking identified deficiencies through resolution. When non-conforming or incomplete work is observed or reported, CPM will document the issue, notify the appropriate project parties, and maintain a deficiency log until the responsible party has addressed the item and the applicable design professional, inspector, or authority has verified correction as required. CPM will also coordinate punch-list preparation with the Architect and Contractor and monitor corrective work through successful completion.

CLOSE-OUT PHASE

At closeout, CPM will work with the team to verify that project record documents, O&M manuals, warranties, attic stock, training requirements, and closeout deliverables are complete and submitted in accordance with the Contract Documents. CPM will coordinate required City staff training for the new building systems and assist the City in establishing a clear warranty-request process. During the agreed warranty-support period, CPM will help the City document warranty items, route requests to the appropriate contractor or vendor, follow up on responses, and track open warranty items through completion. CPM's role will be to coordinate and monitor the warranty process on the City's behalf, while contractual warranty obligations remain with the responsible contractor, manufacturer, or vendor.

CPM will also **review and recommend retainage release** in accordance with the Contract Documents.

> ★ **For CPM's detailed QC methodology** — monthly KPIs and our change-order, bid, and invoice review processes — see **Tab 6: Quality Control.**

05

References

Three current Texas public-sector clients, each with a direct contact, followed by a one-page project exhibit. All are active CPM engagements in comparable governance and delivery situations.

TAB 5 · REFERENCES

Three current public-sector clients

Texas Municipal League Intergovernmental Risk Pool

REFERENCE 1

Jeffrey Snyder, ICMA-CM
Assistant Executive Director & Chief Strategy Officer
806-292-8092 · jeffrey.snyder@tmlirp.org

Full-service owner's representation and project management for the Texas Municipal Center, a new headquarters in Georgetown. CPM was engaged at the earliest conceptual stage — before a site, program, or team existed — through needs assessment, site selection, team procurement, and budget development. Adaptive reuse with new additions, including a training and education facility.

$90M	~80,000 SF	CMAR	Design
PROJECT COST	SIZE	DELIVERY	STATUS

Gonzales County

REFERENCE 2

Hon. Patrick C. Davis
County Judge
830-672-2327 · countyjudge089@co.gonzales.tx.us

Program management and owner's representation across a multi-project capital program: renovation of the Courthouse Annex, restoration of the historic Gonzales County Courthouse, and facade repairs to the Randle Rather Building. Scope includes bond funding support, contractor procurement, construction-phase management, and coordination with the Texas Historical Commission. The Annex is actively under construction.

$43M	3	CSP	In Progress
PROGRAM COST	PROJECTS	DELIVERY	STATUS

Texas Association of Counties Risk Management Pool

REFERENCE 3

Michael Shannon, ARM
Senior Director, Risk Management Services
512-615-3824 · michaels@county.org

Design- and construction-phase project management for the TAC 1210 Building Refresh, a multi-phase renovation of an eight-story headquarters in downtown Austin. CPM onboarded the design team and contractor; scope includes schedule and budget oversight, change-order review and negotiation, pay-application verification, document control, and quality management. Phased so staff remain in the building throughout.

$8.8M	26,500 SF	CMAR	Construction
PROJECT COST	RENOVATION	DELIVERY	STATUS

REFERENCE EXHIBIT A · PROJECT EXPERIENCE

Texas Municipal Center

Owner's Representation & Project Management · Georgetown, Texas



CPM provides full owner's representation for the Texas Municipal League and its Risk Pool's new Georgetown headquarters, engaged at the earliest conceptual stage — before a site, program, or team existed — through needs assessment, site selection, team procurement, and budget development. The 80,000 SF project pairs a full renovation of the existing 62,000 SF structure with roughly 20,000 SF of new additions, including a training and education facility for up to 200 participants.



ENTRANCE & SITE APPROACH



INTERIOR — COLLABORATION & MEETING SPACE

CLIENT Texas Municipal League Intergovernmental Risk Pool	**LOCATION** Georgetown, Texas	**PROJECT COST** $90M
SIZE Approx. 80,000 SF	**DELIVERY** CM at Risk	**STATUS** Design & Entitlement
ARCHITECT Perkins & Will	**CIVIL ENGINEER** GarzaEMC · Contractor: The Beck Group	**CPM TEAM** John Duke, Principal

REFERENCE EXHIBIT B · PROJECT EXPERIENCE

Gonzales County Program Management

Owner's Representation & Program Management · Gonzales, Texas



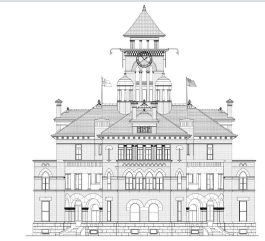
CPM provides program management and owner's representation across a three-project capital program — renovation of the Courthouse Annex, restoration of the historic Gonzales County Courthouse, and facade repairs to the Randle Rather Building — including bond-funding strategy, contractor procurement, construction-phase management, and coordination with the Texas Historical Commission. The Annex is under construction toward a September 2026 completion.



COURTHOUSE ANNEX — UNDER CONSTRUCTION



RANDLE RATHER BUILDING



COURTHOUSE RESTORATION — ELEVATION

CLIENT Gonzales County	**LOCATION** Gonzales, Texas	**PROGRAM COST** $43M
PROJECTS Annex $11M · Restoration $30M · Randle Rather $2M	**DELIVERY** Competitive Sealed Proposal	**STATUS** In Progress
ARCHITECT O'Connell Architecture	**CONTRACTOR** IE2 (Annex) · TBD (Courthouse, Randle Rather)	**CPM TEAM** John Duke, Principal

REFERENCE EXHIBIT C · PROJECT EXPERIENCE

TAC 1210 Refresh

Owner's Representation & Project Management · Austin, Texas



CPM provides project management for the multi-phase refresh of TAC's eight-story downtown Austin headquarters — multi-floor updates, a complete elevator-lobby and cab redesign, and reconfigured level-4 meeting and training spaces — phased so staff remain in the building throughout. Scope spans schedule and budget oversight, change-order and pay-application review, document control, quality management, and reporting to TAC leadership, including managing unforeseen conditions found during demolition.



ELEVATOR LOBBY REDESIGN — RENDERING



RENOVATION IN PROGRESS — OCCUPIED BUILDING

CLIENT Texas Association of Counties Risk Management Pool	LOCATION Austin, Texas	PROJECT COST $8.8M
SIZE 26,500 SF (Renovation)	DELIVERY CM at Risk	STATUS Under Construction
ARCHITECT Interior Architects (IA)	CONTRACTOR IE2	CPM TEAM John Duke, Principal

06

Quality Control

How CPM monitors project health with early-warning indicators, and the specific review processes we apply to change orders, bids, invoices, and monthly draws.

Quality Control

CPM's quality control approach is built around **early-warning indicators**. We track a small set of key performance indicators every month that tell us whether a project is healthy or starting to drift, long before those issues show up in a delayed completion date or a budget overrun. When an indicator moves the wrong direction, we act on it.

KEY PERFORMANCE INDICATORS — TRACKED MONTHLY

RFI TURNAROUND
≤ 7 Days
Slow RFI responses cascade into delayed work and change orders. We track current month vs. life-to-date average.

SUBMITTAL TURNAROUND
≤ 14 Days
Submittal delays interrupt fabrication and delivery. Same tracking: month vs. life-to-date.

BUYOUT PACE
First 10% / 3 Mo
Whichever is longer. Subcontractor buyout drives everything downstream. Miss this early and recovery is hard.

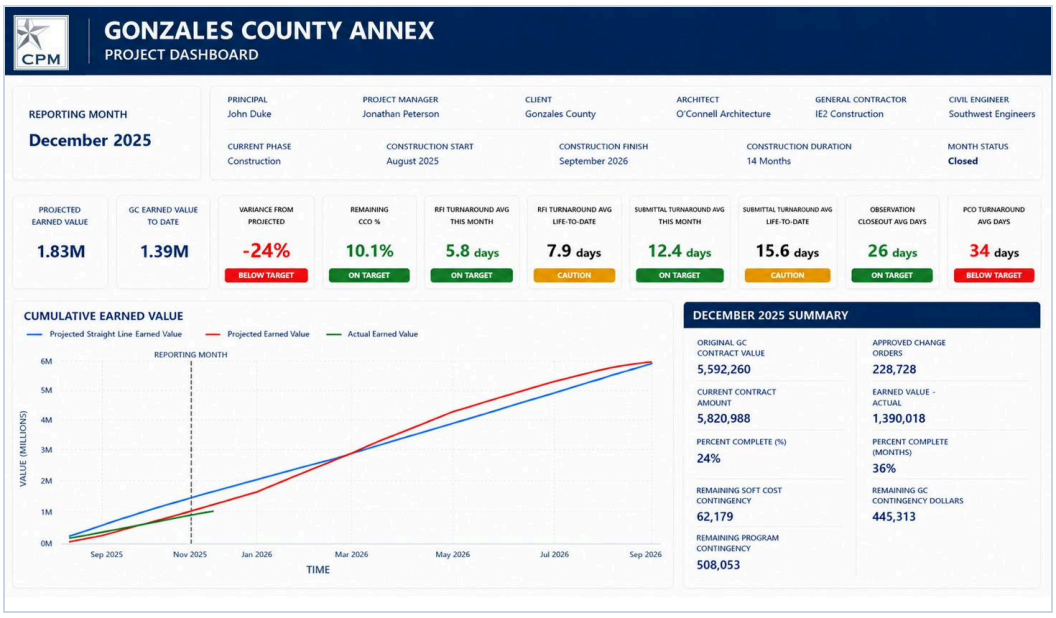
CASH FLOW VS. S-CURVE
Track Daily
Actual earned value compared to projected S-curve. Earliest reliable indicator of schedule slippage.

WHY BUYOUT PACE MATTERS

STEP 1 **Buyout Sub** ▶ STEP 2 **Submittals & Approvals** ▶ STEP 3 **Fabricate & Deliver** ▶ STEP 4 **Install**

Finish-to-start sequence. Each step must complete before the next can begin. A late buyout pushes installation by the cumulative duration of every step that follows.

MONTHLY PROJECT DASHBOARD



What the City Sees Every Month

CPM delivers a project dashboard to the Owner each reporting period. The dashboard consolidates earned value, KPIs, contingency status, and pay app data into a single view.

Items running off-target are flagged in red. Items requiring action are surfaced for the Owner with a clear recommendation.

The Owner sees the same data CPM sees — no information asymmetry, no surprises at Council meetings.

PROCORE — BUDGET & INVOICE VISIBILITY FOR THE OWNER

CPM uses Procore for project budget tracking, invoice workflow management, and financial reporting. The Owner is provided login access and can view real-time budget status, invoice status, commitments, change order tracking, and cash flow at any time. There is no information asymmetry between CPM and the Owner on project financials.

QUALITY CONTROL PROCESS

Helping align the work in the field with the drawings, specifications, and project expectations.

The design team defines quality in the contract documents. CPM supports the owner by helping evaluate options, adding independent review where it makes sense, and tracking issues through resolution.

1 DEFINE QUALITY TARGETS EARLY

- The design team establishes the quality requirements in the drawings and specifications.
- CPM works with the owner and design team to evaluate good / better / best options during value engineering.
- Common focus areas include building envelope systems, waterproofing, durability, and long-term performance.
- We help compare cost, risk, and performance so the team can make informed decisions.
- Where warranted, we can help recommend a "belt-and-suspenders" approach for added protection.

2 ADD PREVENTIVE DOCUMENT REVIEW

- Once the documents are developed, we often recommend a third-party constructability review.
- An independent design professional reviews the drawings for coordination, missing details, inconsistent callouts, and potential conflicts.
- A relatively modest upfront review can help reduce downstream issues.

3 USE TARGETED TESTING & FIELD OBSERVATIONS

- During construction, we coordinate code-required construction materials testing.
- We may also recommend additional third-party review where it adds value.
- Typical focus areas include flashing details, waterproofing transitions, weather barrier installation, stucco screw patterns, and roofing-to-wall interfaces.
- An ounce of prevention goes a long way.

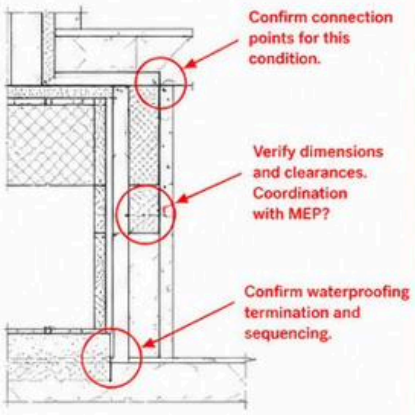
4 DOCUMENT FINDINGS & TRACK CORRECTIONS

- Testing agencies and reviewers issue written reports.
- CPM logs identified items, communicates them to the team, and tracks them through completion.
- We follow up until corrective work is addressed and sign-off is received.

5 RESOLVE ITEMS PROMPTLY

- Our goal is to close identified issues within 30 days whenever possible.
- Timely resolution helps maintain momentum, reduce rework, and keep the project team aligned.
- CPM makes a practical recommendation and keeps the owner informed throughout the process.

CONSTRUCTABILITY REVIEW EXAMPLE



WHAT CPM ADDS

- Independent perspective
- Good / better / best cost analysis
- Third-party review coordination
- Issue tracking through closeout

EARLY CLARITY. BETTER INSTALLATION. FEWER SURPRISES.

CHANGE ORDER REVIEW PROCESS

A COLLABORATIVE, DATA-DRIVEN APPROACH
THAT KEEPS YOUR PROJECT MOVING FORWARD.

STEP 1

RECEIVE & UNDERSTAND THE CHANGE

The contractor submits a change order for cost or time impacts due to scope changes, unforeseen conditions, owner-related scope, or other project drivers.

STEP 2

VALIDATE SCOPE & QUANTITIES

We perform an independent review of the proposed scope. Where warranted, we conduct our own quantity takeoffs and analysis to validate what is being requested.

WE FOCUS ON QUANTITY FIRST—NOT COST.

Agreeing on scope and quantities first makes the dollar conversation more objective and less emotional.

STEP 3

AGREE ON SCOPE & QUANTITIES

We facilitate clear, fact-based discussions with the contractor to reach alignment on the scope and quantities. Once we are on the same page, the pricing conversation begins.

STEP 4

DETERMINE UNIT PRICING

We analyze and agree on unit pricing for materials, labor, equipment, and subcontractor work.

EXAMPLE:
Brick material = $13/SF
Installation = Crew of 5 for 3 days
Labor rate (hr) × Material (X) = Agreed unit price

STEP 5

DEVELOP & NEGOTIATE AGREED CHANGE ORDER

We develop a detailed, line-item change order with agreed quantities and unit prices, then negotiate with the contractor to achieve a fair and supportable result before it is submitted to the owner.

STEP 6

RECOMMENDATION & COMMUNICATION

We provide a clear recommendation to **ACCEPT** or **REJECT** the change, including a summary of any negotiated savings on your behalf. We keep the owner informed throughout the process, at the level of involvement you prefer.

STEP 7

TIMELY PROCESSING—30 DAY GOAL

We work to clear change orders within 30 days of inception. The faster we resolve changes, the faster your project keeps moving and the less we rely on fading memories.

INDEPENDENT. OBJECTIVE. RELENTLESSLY FOCUSED ON YOUR SUCCESS.

SUBCONTRACTOR & MATERIAL SUPPLIER INFORMATION

INDEPENDENT REVIEW. VERIFIED DATA. BETTER OUTCOMES.

WE COMBINE DIRECT INFORMATION, INDUSTRY DATA, AND REAL-WORLD EXPERIENCE TO ENSURE FAIR, SUPPORTABLE CHANGE ORDERS.

1. DIRECT INFORMATION

We request and review detailed backup from subcontractors and material suppliers, including:

- Material costs
- Labor hours & rates
- Equipment rates
- Shop drawings & submittals
- Quotes & invoices

2. WHEN BACKUP IS LIMITED

Some subcontractors and material suppliers do not provide detailed backup due to proprietary practices (e.g., shop time, fabrication methods).

THAT'S OKAY—WE HAVE OPTIONS.

3. ALTERNATIVE VERIFICATION

We use multiple methods to validate costs, including:

- Historical data from our extensive project database
- Comparable projects
- Industry benchmarks
- Phone calls to other contractors & suppliers

4. INDEPENDENT REVIEW & NEGOTIATION

We independently review every change order, prepare our own summary of what we believe is fair and supportable, and negotiate with the contractor before it is submitted to the owner. We will agree or disagree to the facts dictate—our loyalty is to your project.

5. TIME IMPACT ANALYSIS (TIA) REVIEW

For time-related changes, we require a definitive TIA showing the critical path and impacts. We review the TIA against:

- As-built conditions
- Weather reports
- Contract requirements & entitlements
- Concurrent delays

We validate the request and make our recommendation on time impacts.

6. RECOMMENDATION TO OWNER

We provide a clear recommendation to ACCEPT or REJECT the change, including:

- Cost impact
- Time impact (if applicable)
- Negotiated savings (if any)
- Rationale & supporting documentation

We are happy to include the owner in any or all parts of the process.

BETTER DATA. BETTER DECISIONS. BETTER PROJECTS.

BID REVIEW & RECOMMENDATION PROCESS

A structured, transparent approach to comparing proposals, leveling scope, and supporting owner decisions.

The procurement documents establish the requirements. CPM supports the owner by organizing responses, leveling assumptions, comparing cost and qualifications, and documenting a clear recommendation before award.

1 DEFINE PROCUREMENT STRATEGY & CRITERIA

We align with the owner and design team on the delivery method, bid package, evaluation criteria, alternates, allowances, required forms, and interview expectations.

2 RECEIVE & ORGANIZE RESPONSES

We log submissions, confirm compliance with the procurement requirements, and identify missing information, exclusions, qualifications, or clarifications needed.

3 LEVEL COSTS, SCOPE & ASSUMPTIONS

We normalize proposals so the comparison is meaningful. This includes fees, markups, general conditions, staffing, allowances, alternates, schedule assumptions, and scope gaps.

4 EVALUATE TEAM, EXPERIENCE & METHODOLOGY

We compare the proposed team, relevant project experience, project-specific understanding, safety and quality programs, logistics, and the plan for managing risk.

5 SHORTLIST, INTERVIEW & CLARIFY

Where appropriate, we conduct structured interviews and follow-up discussions so teams can be compared fairly and key concerns can be clarified.

6 SCORING MATRIX + PROFESSIONAL JUDGMENT

We use a scoring matrix to organize the facts, then apply professional judgment to weigh project fit, responsiveness, commercial clarity, and overall risk.

7 RECOMMENDATION & NEXT STEPS

We provide a clear recommendation to shortlist, award, or decline, along with negotiation items, potential savings, and key issues to resolve before moving forward.

WHAT CPM REVIEWS

Fees & Markups
CM fee, general conditions, staffing assumptions, preconstruction fee, and other markups.

Team Qualifications
Project executive, PM, superintendent, preconstruction lead, and continuity of the proposed team.

Relevant Experience
Comparable projects, renovation complexity, owner type, and the team's actual involvement.

Methodology
Cost management, schedule, sequencing, design collaboration, and project-specific risk awareness.

Quality / Safety / Logistics
QC program, safety culture, good-neighbor planning, access, staging, and site controls.

Agreement Comments
Requested contract modifications, commercial clarity, and negotiation issues.

Proposal Clarity
Responsiveness, organization, completeness, and project-specific tailoring.

SAMPLE SCORING MATRIX (EXAMPLE)

CRITERIA	FIRM A	FIRM B	FIRM C	WEIGHT
Fees & Markups	75	90	80	20%
Team Qualifications	85	80	95	20%
Relevant Experience	80	95	70	15%
Methodology	80	85	90	15%
Quality / Safety / Logistics	85	80	90	15%
Proposal Clarity	75	85	90	10%
Agreement Comments	70	80	90	5%
WEIGHTED TOTAL (100%)	79.0	86.5	88.5	★

OWNER DECISION PACKAGE

- Clear ranking or shortlist recommendation
- Summary of differentiators and concerns
- Bid leveling notes and unresolved assumptions
- Negotiation items before award
- Documented rationale for the project file

LEVEL THE BIDS. CLARIFY THE RISKS. SUPPORT A DEFENSIBLE RECOMMENDATION.

INVOICE REVIEW & MONTHLY DRAW PACKAGE

A documented workflow for validating invoices, tracking budget impact, and packaging payment recommendations for owner approval.

CPM reviews invoices before they are presented for payment. We check each invoice against the contract and project budget, track expenditures, and package the monthly draw with supporting backup.

1 LOG

RECEIVE & LOG INVOICES

Invoices are collected through the month and logged in Procore by vendor, commitment, invoice period, cost code, and status.

2 CONTRACT

VALIDATE AGAINST CONTRACT

CPM checks each invoice against the contract, purchase order, approved proposal, consultant agreement, or approved change order.

3 CHECK

REVIEW ACCURACY & BACKUP

We confirm math, billing period, percent complete, retainage, reimbursables, receipts, lien waivers, and required support.

4 BUDGET

TRACK BUDGET & CASH FLOW

Reviewed costs are posted against the project budget and used to update committed cost, paid-to-date, remaining exposure, and projected cash flow.

5 DRAW

PACKAGE MONTHLY DRAW

The month's invoices are bundled into a recommendation-to-pay package with an invoice register, backup, and notes for exceptions.

6 APPROVE

SUBMIT OWNER RECOMMENDATION

CPM recommends pay, hold, revise, or request clarification. The owner receives a reviewed package ready for approval.

MONTHLY DRAW PACKAGE

The front-page recommendation summarizes the invoices included in the draw, the amount recommended for payment, and the action requested from the owner.

REDACTED RTP EXAMPLE



- **INVOICE REGISTER** — Vendor, invoice number, amount
- **REVIEWED BACKUP** — Pay apps, receipts, support
- **RECOMMENDATION** — Pay, hold, revise, or clarify
- **OWNER APPROVAL** — Ready for owner action

WHAT CPM CHECKS

- Contract alignment and approved scope
- Invoice math, billing period, and terms
- Percent complete, retainage, stored materials
- Receipts, reimbursables, lien waivers, and backup
- Budget code, commitment, change order, and forecast impact
- Holds, exceptions, clarifications, and approval status

PROCORE DASHBOARD VISIBILITY

CPM now manages invoice workflows in Procore, giving the owner more current visibility into invoice status, commitments, budget impact, and approval routing.



REVIEWED. TRACKED. PACKAGED FOR OWNER APPROVAL.

07

Additional Data

A preliminary, order-of-magnitude **Cost Model** prepared for the City of Rollingwood — demonstrating, on this project, the budget discipline CPM brings at the pre-design stage. The full cost model is provided as a separate exhibit, inserted immediately following this divider.

PRELIMINARY ORDER-OF-MAGNITUDE COST MODEL

Rollingwood City Hall & Fire Station Improvements

PREPARED FOR	City of Rollingwood, Texas
PREPARED BY	CPM Texas, Owner's Representative
SCENARIO	New Construction (Demolish & Rebuild), Multi-Level with Ground-Level Parking
COST BASIS	Parametric historical data, not project-specific market pricing
COST BASIS DATE	June 2026 dollars

01 Recommended Planning Budget

Based on the Appendix A program and current market data, CPM recommends the City plan against the following total. It includes construction, design, furnishings and technology, on-site swing space, and a full contingency structure appropriate at the pre-design stage.

RECOMMENDED TOTAL PROJECT BUDGET

$14,000,000

Planning range $12,300,000 to $16,100,000 · approximately $940/SF of built area

There is a 0% chance this number is exactly right, and that is expected at this stage. No design exists yet, no delivery method is selected, and the program was drafted by City staff and still needs review by a licensed architect. This budget is built from parametric historical cost data, not project-specific pricing. It is a disciplined planning figure to carry into the public process, not a bid or a guarantee. It will sharpen as design, delivery method, and competitive pricing come into focus.

02 Hard Cost

Hard cost is the brick-and-mortar cost of the building and site. Each group is priced on an all-in cost per SF (core, shell, tenant improvements, and vertical circulation), then escalated. The completion contingency sits inside hard cost because, with no design in hand, scope is the largest uncertainty.

BUILDING & SITE	QUANTITY	ESCALATED UNIT	AMOUNT
Admin / Public Works / Shared building area *Office-type construction; includes vertical circulation*	5,927 GSF	$425/SF	$2,519,808
Police Department area *Secure office, no detention; between office and fire rates*	2,193 GSF	$540/SF	$1,184,168
Fire Department area (apparatus, bunker, sleeping) *Closest available recent comparable*	2,772 GSF	$655/SF	$1,815,138
Ground-level parking / equipment garage (slab-on-grade) *9 vehicles plus Public Works indoor storage*	4,000 GSF	$116/SF	$464,750
Sitework, utilities, paving, drainage (allowance)	0.86 acre	$1,536,399/acre	$1,321,303
Demolition of existing City Hall (allowance)	6,000 GSF	$19/SF	$114,075
Design / estimating completion contingency		15%	$1,112,886
Hard Cost Subtotal		**$573/SF**	**$8,532,128**

03 Total Project Budget

On top of hard cost sit the costs every capital project carries: design and engineering, furnishings and technology, temporary space to keep the City operating, and owner contingency.

BUDGET BUILD-UP	BASIS	AMOUNT
Hard Cost (building & site, incl. completion contingency)		$8,532,128
Professional services, permitting & regulatory fees	20% of hard cost	$1,706,426
Owner FF&E & technology allowances	$92/SF	$1,002,064
On-site swing space (modular, 14 months)	allowance	$490,000
Subtotal Before Owner Contingency		**$11,730,618**
Owner contingency (layered, see Section 04)		$2,267,342
Recommended Total Project Budget	**$940/SF**	**$13,997,960**

04 Contingency, and Why It Is Layered

Contingency is the margin that protects the City from the unknowns every capital project encounters. CPM carries it in distinct layers, each covering a different category of risk:

> **Design completion contingency (15% of hard cost, carried above).** The largest reserve at this stage, because no design exists and the estimate is parametric. As drawings develop, this reserve declines.

> **Soft-cost contingency (10% of soft costs).** Covers overruns in design, permitting, and other non-construction costs.

> **Change-order contingency (15%).** The primary reserve for unforeseen site conditions, design clarifications, and owner-directed changes during construction.

> **Program contingency (5%).** A final reserve across the full budget. The most elective layer, and the first to reduce if the City accepts a leaner risk profile.

> **Budget is not the same as cost.** The actual cost of the work is set by scope, market pricing, and site conditions. Trimming contingency lowers the budget but does not lower the cost, and it does not make surprises less likely. It only reduces the cushion to absorb them. The one real lever for reducing cost is reducing scope. A leaner budget does carry a practical upside: it forces tighter discipline on elective changes during construction.

05 If the City Wants a Leaner Budget

The recommended budget carries CPM's full layered contingency. If the City elects to accept a leaner risk profile, the owner-side layers can be consolidated into a single 15% contingency. This lowers the budget but also the cushion, requiring tighter control of elective changes and leaving less capacity to absorb unforeseen conditions without additional funding.

CONTINGENCY POSTURE	OWNER CONTINGENCY	TOTAL PROJECT BUDGET
Recommended (layered)	$2,267,342	$13,997,960
Leaner (single 15%)	$1,759,593	$13,490,211
Difference (contingency only, not scope)		**$507,749**

The difference is entirely contingency. Both are defensible. The right choice depends on what the community is prepared to support and the City's financial position.

06 Where the Escalation Rate Comes From

The 5.62% escalation here is a 4.5% annual rate carried roughly 15 months to an assumed start of construction. The 4.5% comes from CPM's Crystal Ball Survey, a twice-yearly poll of the Central Texas general contractor community run since 2019. The spring 2026 survey of 47 contractors set the median at 4.5%, up from 3.7% six months earlier and the first meaningful increase since 2023, driven by advanced-technology construction tightening the trade and electrical supply, fuel volatility, and a thinning mid-size contractor pool. Programs with heavy mechanical and electrical scope, including a fire station, can run higher. Full survey results are available at cpmtx.com.

07 Program Summary

The program totals **9,471 net usable SF** across five functional groups. It carries no allowance for circulation, walls, mechanical, and structural space, so CPM adds **15%** to reach a gross conditioned area near **10,892 SF**. A separate **4,000 SF** ground-level garage houses City vehicles and Public Works equipment, bringing total built area to roughly **14,892 SF**.

FUNCTIONAL GROUP	NET SF	GROSS SF (+15%)
Shared / All	2,888	3,321
Administration	1,326	1,525
Police Department	1,907	2,193
Public Works	940	1,081
Fire Department	2,410	2,772
Conditioned Program Total	**9,471**	**10,892**
Ground-level parking / equipment garage		4,000
Total Built Area		**14,892**

Garage sized for nine vehicles (three Public Works trucks, six Police vehicles) plus Public Works indoor equipment storage, unquantified in the source program. Parking is slab-on-grade at ground level with occupied space above.

08 Key Assumptions & Items to Validate

- Program is taken from Appendix A and assumed substantially complete. A licensed architect must confirm it, including circulation and the Public Works areas.
- Scenario is full demolition and new multi-level construction with ground-level, slab-on-grade parking and equipment storage under occupied space. The elevator and separate access are built into the per-SF building cost.
- No delivery method has been selected. Construction Manager at Risk, Competitive Sealed Proposal, and Design-Bid-Build each carry different cost and schedule profiles.
- The fire station unit cost is drawn from the closest available recent comparable and should be refined as the program firms up.
- All unit costs are parametric historical data only, without project-specific market feedback. Escalation reflects a 4.5% annual rate carried 15 months.
- Sitework is carried as an allowance of 0.86 acre pending civil and geotechnical investigation. Figures exclude land cost, financing cost, and any environmental certification the Council may later direct.
- This is a Class 5 order-of-magnitude estimate: a planning tool, not a bid, a guarantee, or a substitute for a designed estimate.

CPM Texas

Owner's Representative & Construction Project Management Advisor

Prepared as a preliminary planning tool for the City of Rollingwood. All figures are order-of-magnitude and subject to validation through design, delivery method selection, and competitive pricing. CPM Texas serves as the owner's representative and does not perform design, engineering, or construction work.

C P M T E X A S

OWNER'S REPRESENTATION · PROGRAM MANAGEMENT

120	$2.2B	9.5M
PROJECTS DELIVERED	COMBINED VALUE	GROSS SQUARE FEET



CPM Texas · 222 West Avenue, Suite 200, Austin, TX 78701
512-298-1700 · info@cpmtx.com · cpmtx.com

Exalt Project Management LLC

8416 Aries

Selma TX 78154

City of Rollingwood

Attn: City Secretary

403 Nixon Drive

Rollingwood, TX 78746

RFQ RESPONSE: Owner's Representative Services for City Hall Improvements.

PROJECT MANAGEMENT

COVER LETTER

San Antonio TX

(210) 273 - 6791

spereira@exaltproject.com

Exaltproject.com

6/08/2026

Alun Thomas, City Administrator
City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

RE: Introduction of Exalt Project Management – Owner's Representative Services

Dear, Alun Thomas

On behalf of Exalt Project Management, thank you for the opportunity to introduce our firm and our approach to providing Owner's Representative and Project Management services. We appreciate your consideration and welcome the opportunity to support your organization in the successful planning, execution, and delivery of your capital improvement and construction projects.

Exalt Project Management is a client-focused project management firm dedicated to protecting our clients' interests throughout every phase of a project. Our mission is to serve as a trusted advisor and advocate, providing leadership, accountability, and oversight that enable project owners to make informed decisions while achieving their goals related to budget, schedule, quality, and risk management.

Our approach to Owner's Representative services is founded on three core principles:

Advocacy – We represent the owner's interests exclusively, ensuring that project decisions align with the client's objectives, operational needs, and long-term vision.

Transparency – We believe in proactive communication, accurate reporting, and complete visibility into project performance. Through regular updates and detailed project controls, we provide owners with the information necessary to make confident decisions.

Accountability – We establish clear expectations for all project stakeholders and maintain diligent oversight of consultants, contractors, and vendors to ensure project commitments are met.

Exalt Project Management provides comprehensive services including:

- Project planning and feasibility analysis
- Design phase coordination and management
- Budget development and cost control
- Schedule development and monitoring
- Procurement and contract administration
- Construction management oversight
- Quality assurance and risk management
- Stakeholder communication and reporting
- Change management and claims mitigation
- Project closeout and occupancy support

Our team understands that successful projects require more than technical expertise. They require leadership, collaboration, and the ability to anticipate challenges before they impact project outcomes. We work closely with owners, architects, engineers, contractors, and stakeholders to foster a cooperative environment that drives project success while maintaining accountability at every level.

Whether supporting educational facilities, municipal projects, commercial developments, nonprofit organizations, or other capital improvement initiatives, Exalt Project Management is committed to delivering exceptional service and measurable results. We take pride in building lasting relationships with our clients through integrity, professionalism, and a steadfast commitment to excellence.

We appreciate the opportunity to present our qualifications and look forward to discussing how Exalt Project Management can help achieve your project goals. Should you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

Suave Pereira
President / Principal Project Manager
Exalt Project Management
(210) 273-6791
spereira@exaltproject.com
exaltproject.com

Firm Information and Organizational Structure

Firm Name and Contact Information

Firm Name: Exalt Project Management, LLC
Firm Address: 8416 Aries Selma TX 78154
Telephone: (210) 273-6791
Fax: "N/A"
Website: exaltproject.com

Authorized Representative and Primary Contact:

Name: Suave Pereira
Title: President/ Sr. Project Manager
Telephone: (210) 863-8998
Email: spereira@exaltproject.com

The above individual is authorized to make representations and commitments on behalf of Exalt Project Management, LLC.

Experience Providing Owner's Representative Services

Exalt Project Management, LLC has provided Owner's Representative and Construction Project Management services for approximately 12 years. Our experience includes representing public-sector and local government entities in the planning, procurement, design, construction, and closeout phases of capital improvement projects.

Our services include:

- Project planning and development
- Budget and cost management
- Design phase coordination
- Procurement and contractor selection assistance
- Construction administration and oversight
- Schedule management
- Quality assurance and quality control
- Risk management
- Project closeout and occupancy support

Office Locations

Parent Office (Corporate Headquarters):
8416 aries, Selma TX, 78154

The office listed above will serve as the primary location responsible for project management, client coordination, and delivery of services for the City's Project.

Organizational Chart

Key Staff Proposed for the City's Project

Principal-in-Charge

- Project Executive – Suave Pereira
- Owner's Representative / Senior Project Manager – Suave Pereira
- Construction Manager – Vincent Brown
- Cost Estimator / Financial Analyst – Suave Pereira
- Administrative Coordinator – Essence Pereira

Staff Roles and Responsibilities

Principal-in-Charge – Provides executive oversight, strategic guidance, and quality assurance.

Senior Project Manager / Owner's Representative – Serves as the City's primary point of contact and manages all aspects of project delivery.

Construction Manager – Oversees construction activities, schedule compliance, and field coordination.

Cost Estimator / Financial Analyst – Monitors project budgets, cost forecasting, and financial reporting.

Administrative Coordinator – Provides administrative support, meeting coordination, and reporting assistance.

EXALT
PROJECT MANAGEMENT

About Us

We are a construction project management consulting firm dedicated to delivering successful projects through disciplined execution and unwavering attention to detail. Our core focus is built around four critical pillars: **quality, budget, schedule, and safety**.

We partner with owners, developers, and contractors to provide proactive leadership and clear direction throughout every phase of a project. By implementing proven management processes and maintaining transparent communication, we ensure that quality standards are met, costs are controlled, timelines are achieved, and safety remains a top priority on every job site.

Our approach is hands-on and results-driven. We identify risks early, solve problems efficiently, and hold all stakeholders accountable to project goals. With a commitment to excellence and integrity, we help our clients turn complex construction challenges into successful, well-executed projects.

Qualifications Summary

With over 12 years of proven experience in the construction industry, our firm specializes in delivering expert project management consulting services across a diverse range of sectors, including commercial construction and historical preservation. We bring a deep understanding of complex project environments, ensuring that every phase—from preconstruction through closeout—is executed with precision, efficiency, and accountability.

Our expertise in commercial construction includes managing large-scale developments, tenant improvements, and ground-up projects, with a strong focus on maintaining strict adherence to budget, schedule, and quality objectives. In the highly specialized field of historical preservation, we possess the knowledge and sensitivity required to restore and rehabilitate structures while preserving their historical integrity and complying with regulatory requirements.

The firm is led by a certified Project Management Professional (PMP), demonstrating a commitment to industry best practices, structured project execution, and continuous improvement. In addition, we hold a Quality Control certification through the U.S. Army Corps of Engineers, reinforcing our capability to implement rigorous QA/QC programs that meet federal standards and ensure the highest level of construction quality and compliance.

Our approach is rooted in proactive communication, detailed planning, and risk mitigation. We excel at coordinating multidisciplinary teams, managing stakeholder expectations, and resolving challenges before they impact project outcomes. By integrating industry-leading project controls, quality assurance processes, and safety management practices, we consistently deliver successful projects that meet or exceed client expectations.

Budget Management

A strong budget management process is one of the core value drivers for a project consulting company. It ensures projects stay financially viable, clients maintain trust, and risks are controlled early. Below is a detailed, practical framework we implement across projects.

---

1. Pre-Project Budget Development (Foundation Phase)

a. Scope Definition & Alignment

- Conduct stakeholder interviews to clearly define deliverables
- Break scope into measurable components (WBS – Work Breakdown Structure)
- Identify exclusions to prevent scope creep

b. Cost Estimation

Use a combination of:

- Historical data from past projects
- Unit cost estimating (labor, materials, equipment)
- Vendor/subcontractor quotes
- Risk-adjusted contingencies (typically 5–15%)

c. Budget Structuring

- Categorize costs:
    - Hard costs (construction, materials)
    - Soft costs (design, permits, consulting fees)
    - Contingency
    - Escalation (inflation over time)

d. Baseline Budget Creation

- Establish a **cost baseline** (approved version of the budget)

- Align with project schedule (cost-loaded schedule)
- Get formal client approval

---

2. Budget Planning & Control Setup

a. Cost Coding System

- Create standardized cost codes (CSI divisions for construction projects)
- Ensure alignment with accounting systems

b. Cash Flow Forecasting

- Monthly or weekly projections of:
  - Planned vs. actual spend
  - Funding requirements
- Helps clients manage liquidity

c. Budget Control Tools

- Use software such as:
  - Procore
  - Primavera P6
  - Microsoft Project
  - QuickBooks

---

3. Procurement & Contract Budget Management

a. Bid Management

- Develop bid packages aligned with cost codes
- Level bids for apples-to-apples comparison
- Identify scope gaps or overlaps

b. Contract Value Tracking

- Track:
  - Original contract value
  - Approved changes

    - Pending changes
- Maintain a **commitment log**

c. Purchase Order (PO) Control

- Require pre-approval before issuing POs
- Link each PO to a budget line item

---

4. Cost Tracking & Monitoring

a. Real-Time Cost Tracking

- Track:
    - Committed costs (contracts)
    - Actual costs (invoices paid)
    - Forecasted final cost (Estimate at Completion – EAC)

b. Earned Value Management (EVM)

Key metrics:

- Planned Value (PV)
- Earned Value (EV)
- Actual Cost (AC)

Use these to measure:

- Cost variance (CV)
- Schedule variance (SV)

c. Cost Reporting

Weekly or monthly reports should include:

- Budget vs. actuals
- Variance analysis
- Forecast to complete
- Risk flags

---

5. Change Management Process

a. Change Identification

- Design changes
- Site conditions
- Client-driven scope changes

b. Change Order Workflow

1. Initiate change request
2. Cost impact analysis
3. Schedule impact analysis
4. Client approval
5. Budget update

c. Contingency Management

- Track contingency usage separately
- Require approval thresholds for use

---

6. Forecasting & Risk Management

a. Estimate at Completion (EAC)

- Continuously update forecasted total cost
- Identify overruns early

b. Risk Register Integration

- Assign cost impact values to risks
- Monitor high-risk budget items

c. Scenario Planning

- Best case / worst case financial outcomes
- Helps clients make proactive decisions

---

7. Invoice & Payment Management

a. Invoice Review Process

- Validate against:
  - Contract terms
  - % complete
  - Stored materials

b. Payment Tracking

- Monitor:
  - Paid to date
  - Retainage
  - Outstanding liabilities

---

8. Project Closeout & Financial Audit

a. Final Cost Reconciliation

- Compare:
  - Original budget
  - Final cost
  - Variances

b. Lessons Learned

- Identify:
  - Budget misses
  - Estimating inaccuracies
  - Vendor performance issues

c. Data Archiving

- Store cost data for future benchmarking

---

9. Best Practices for a Consulting Firm

Standardization

- Use templates for:
  - Budgets
  - Reports
  - Change orders

Transparency with Clients

- Provide dashboards and regular updates
- No surprises—flag risks early

Technology Integration

- Integrate scheduling, accounting, and cost tools

Family-Driven Leadership Advantage

If your firm is family-oriented (as you mentioned earlier), emphasize:

- Trust and accountability in financial stewardship
- Long-term client relationships over short-term gains

Simple Workflow Summary

1. Define scope →
2. Estimate costs →
3. Set baseline budget →
4. Track commitments & spending →
5. Manage changes →
6. Forecast final costs →
7. Close out and analyze

Schedule Management

A strong **schedule management process** is critical for a project consulting company to consistently deliver projects on time, manage client expectations, and control costs.

Project Schedule Management Process

1. Schedule Planning & Strategy

This phase defines how the schedule will be created, managed, and controlled.

Key Activities:

- Define scheduling methodology (e.g., Critical Path Method (CPM), Agile, Lean)
- Select scheduling tools (Primavera P6, MS Project, etc.)
- Establish level of detail (LOD) for the schedule
- Define update frequency (weekly, bi-weekly)
- Set reporting standards and formats

Deliverables:

- Schedule Management Plan
- Work Breakdown Structure (WBS)
- Scheduling standards checklist

---

2. Activity Definition

Break down the project into manageable tasks.

Key Activities:

- Decompose WBS into detailed activities
- Define clear activity descriptions and deliverables
- Assign responsibility for each task

Best Practices:

- Activities should be measurable and time-bound
- Avoid overly large or vague tasks

Deliverables:

- Activity List
- Responsibility Assignment Matrix (RAM)

---

3. Activity Sequencing

Determine the logical order of tasks.

Key Activities:

- Identify dependencies (FS, SS, FF, SF relationships)

- Determine constraints (external/internal)
- Identify milestones

Tools:

- Network diagrams
- Dependency mapping

Deliverables:

- Project Logic Diagram
- Milestone List

---

4. Duration Estimation

Estimate how long each activity will take.

Key Activities:

- Use historical data and benchmarks
- Apply expert judgment
- Consider risks, weather, productivity rates

Techniques:

- Three-point estimating (optimistic, most likely, pessimistic)
- Parametric estimating

Deliverables:

- Duration Estimates Document

---

5. Schedule Development

Build the full project schedule.

Key Activities:

- Input activities, durations, and logic into scheduling software
- Identify the critical path
- Allocate resources

- Level resources to avoid over-allocation
- Add buffers/contingencies

Key Outputs:

- Baseline Schedule
- Critical Path Analysis
- Resource-Loaded Schedule

---

6. Schedule Review & Baseline Approval

Validate and finalize the schedule with stakeholders.

Key Activities:

- Conduct internal review (project team, consultants)
- Conduct client review and alignment meeting
- Adjust based on feedback
- Obtain formal approval

Deliverables:

- Approved Baseline Schedule
- Schedule Narrative Report

---

7. Schedule Monitoring & Control

Track progress and manage changes throughout the project.

Key Activities:

- Weekly progress updates
- Compare actual vs planned progress
- Identify variances and delays
- Update forecast completion dates

Key Metrics:

- Schedule Variance (SV)
- Schedule Performance Index (SPI)
- Critical path changes

Tools:

- Earned Value Management (EVM)
- Look-ahead schedules (2–6 weeks)

Deliverables:

- Updated Schedule Reports
- Variance Analysis Reports

---

8. Change Management

Control schedule changes systematically.

Key Activities:

- Identify impacts of scope changes
- Perform time impact analysis (TIA)
- Submit change requests
- Obtain approvals before implementation

Deliverables:

- Change Log
- Approved Schedule Revisions

---

9. Recovery Planning (If Delays Occur)

Develop strategies to bring the project back on track.

Key Activities:

- Identify delay causes
- Evaluate acceleration options:
  - Crashing (adding resources)
  - Fast-tracking (overlapping tasks)
- Re-sequence activities if needed

Deliverables:

- Recovery Schedule

- Acceleration Plan

---

10. Reporting & Communication

Ensure transparent communication with stakeholders.

Key Activities:

- Prepare weekly/monthly reports
- Highlight risks and delays
- Provide executive summaries for clients

Typical Reports:

- Progress dashboards
- Milestone status reports
- Look-ahead schedules

---

11. Project Closeout & Lessons Learned

Capture insights for future projects.

Key Activities:

- Compare planned vs actual schedule performance
- Document delays and root causes
- Identify best practices and improvements

Deliverables:

- Final Schedule Report
- Lessons Learned Register

QUALITY ASSURANCE & QUALITY CONTROL (QA/QC) MANAGEMENT PROCESS

1. Purpose

Establish a systematic approach to ensure all construction activities meet:

- Contract requirements
- Applicable codes and standards
- Client expectations
- Safety and performance criteria

---

2. Key Definitions

- **Quality Assurance (QA):** Proactive processes to prevent defects (process-focused)
- **Quality Control (QC):** Reactive inspections/testing to identify defects (product-focused)

---

3. Organizational Structure

Roles & Responsibilities

- **QA/QC Manager**
  - Develops and enforces the QA/QC plan
  - Interfaces with client and regulatory bodies
- **Project Manager**
  - Ensures implementation of QA/QC procedures
- **Site Engineers**
  - Execute inspections and maintain documentation
- **Inspectors**
  - Perform daily QC checks
- **Document Controller**
  - Maintains records and logs

---

4. Pre-Construction Phase (QA Focus)

4.1 Quality Management Plan (QMP) Development

- Define:
  - Quality objectives
  - Applicable codes (ASTM, ISO, local regulations)
  - Inspection & Test Plans (ITPs)
  - Acceptance criteria
- Establish:
  - KPIs (defect rate, rework percentage, inspection pass rate)

4.2 Design Review & Verification

- Conduct multidisciplinary reviews:
  - Structural
  - Architectural
  - MEP
- Identify:
  - Conflicts (clash detection)
  - Constructability issues
- Issue **Design Review Reports**

4.3 Submittal & Material Approval

- Review:
  - Shop drawings
  - Material data sheets
  - Samples
- Maintain **Submittal Register**
- Ensure compliance with specifications

4.4 Vendor & Subcontractor Qualification

- Prequalify based on:
  - Past performance
  - Certifications
  - QA systems
- Conduct audits if required

---

5. Construction Phase (QA + QC Execution)

5.1 Inspection & Test Plan (ITP) Implementation

Each activity must include:

- Hold Points (client approval required)
- Witness Points (optional client observation)
- Inspection frequency
- Acceptance criteria

5.2 Incoming Material Inspection (QC)

- Verify:
  - Quantity
  - Certification (mill certs, compliance docs)
  - Physical condition
- Reject non-compliant materials
- Maintain **Material Inspection Reports (MIRs)**

5.3 Work-in-Progress Inspections (QC)

Typical inspections include:

- Excavation and compaction
- Reinforcement placement
- Formwork alignment
- Concrete pouring
- MEP installations

Use:

- Checklists
- Approved drawings
- Method statements

5.4 Testing & Verification

- Coordinate laboratory and field tests:
  - Concrete slump & strength tests
  - Soil compaction tests
  - Weld inspections (NDT)
- Track via **Test Logs**

5.5 Non-Conformance Management

Process

1. Identify issue
2. Issue **Non-Conformance Report (NCR)**
3. Root cause analysis
4. Implement corrective action
5. Verify closure

Common Causes

- Poor workmanship
- Incorrect materials
- Design deviations

5.6 Corrective & Preventive Actions (CAPA)

- Corrective: Fix existing defects
- Preventive: Avoid recurrence

Track:

- Trends
- Repeated issues

5.7 Daily & Weekly Quality Reporting

- Daily:
  - Inspections performed
  - Issues identified
- Weekly:
  - KPI tracking

- NCR status
- Testing summaries

---

6. Documentation & Control (QA Core Function)

6.1 Document Control System

Maintain:

- Drawings (latest revisions)
- Specifications
- RFIs
- Submittals

Ensure:

- Version control
- Accessibility

6.2 Quality Records

- Inspection reports
- Test results
- NCR logs
- Material approvals

All records must be:

- Traceable
- Auditable

---

7. Audits & Continuous Improvement

7.1 Internal Audits

- Scheduled monthly or quarterly
- Verify compliance with QMP

7.2 External Audits

- Client audits
- Regulatory inspections

7.3 Lessons Learned

- Conduct post-project reviews
- Document:
  - Successes
  - Failures
  - Improvements

---

8. Pre-Commissioning & Handover

8.1 Final Inspections

- Snag/Punch list preparation
- System testing

8.2 As-Built Documentation

- Updated drawings
- O&M manuals

8.3 Handover Package

Include:

- Warranties
- Test certificates
- Compliance documents

---

9. Digital Tools & Systems

Recommended tools:

- Procore / Autodesk Construction Cloud
- BIM for clash detection
- Mobile inspection apps

---

10. Key Performance Indicators (KPIs)

- First-time pass rate
- Number of NCRs
- Rework cost (%)
- Inspection closure time
- Client satisfaction

---

11. Best Practices

- Implement **“Right First Time” culture**
- Standardize inspection checklists
- Train field staff regularly
- Use real-time reporting tools
- Integrate QA/QC with schedule & cost control

Summary

A strong QA/QC system in construction consulting is built on:

- **Planning (QA)** → Prevent defects
- **Execution (QC)** → Detect and correct defects
- **Feedback loops** → Continuous improvement

---

1. Reporting Framework Setup

1.1 Define Reporting Objectives

- Track project performance (cost, schedule, quality, risk)
- Provide early warning of issues
- Support executive decision-making
- Maintain contractual and regulatory compliance

1.2 Identify Stakeholders & Reporting Needs

- **Owner/Client** → High-level dashboards, risks, financials
- **Internal Management** → Detailed performance metrics
- **Contractors/Subcontractors** → Operational progress feedback
- **Regulatory Bodies** → Compliance reporting

1.3 Establish Reporting Frequency

- Daily (site reports)
- Weekly (progress reports)
- Monthly (executive reports)
- Ad hoc (critical issues, change events)

---

2. Data Collection Process

2.1 Field Data Collection

- Daily site logs (labor, equipment, weather)
- Work completed vs planned
- Safety incidents and observations
- Material deliveries and usage

2.2 Cost Data Collection

- Actual costs incurred
- Committed costs (contracts, POs)
- Change orders and pending variations
- Forecasted final cost

2.3 Schedule Data Collection

- Updated schedules from contractors
- Milestone progress tracking
- Delays and recovery plans

2.4 Quality & Risk Data

- Inspection results
- Non-conformance reports (NCRs)
- Risk register updates
- Issue logs

---

3. Data Validation & Consolidation

3.1 Data Verification

- Cross-check contractor reports vs site observations
- Validate quantities and percent complete
- Ensure consistency between cost and schedule data

3.2 Data Standardization

- Use consistent formats/templates
- Align reporting units (e.g., %, $, days)

3.3 Centralized Data Management

- Store in project management system (e.g., Procore, Primavera, Excel dashboards)
- Maintain version control

---

4. Performance Analysis

4.1 Schedule Performance

- Planned vs Actual progress
- Critical path analysis
- Look-ahead schedule review (2–6 weeks)

4.2 Cost Performance

- Budget vs Actual vs Forecast
- Cost variance (CV)
- Estimate at Completion (EAC)

4.3 Key Metrics (KPIs)

- Schedule Performance Index (SPI)
- Cost Performance Index (CPI)
- Productivity rates
- Safety metrics (TRIR, incidents)

4.4 Risk & Issue Analysis

- Identify high-impact risks
- Track mitigation actions
- Escalate critical issues

---

5. Report Preparation

5.1 Daily Report (Field-Level)

- Work performed
- Labor/equipment
- Weather conditions
- Issues encountered

5.2 Weekly Progress Report

- Progress summary (by trade/activity)
- 2–3 week lookahead
- Key issues and constraints
- Safety and quality updates

5.3 Monthly Executive Report

- Project overview dashboard
- Cost & schedule status
- Major risks and changes
- Key decisions required

5.4 Dashboard & Visualization

- Use charts, graphs, and heat maps
- Highlight exceptions (red/yellow/green status)
- Keep executive summaries concise

---

6. Review & Approval Process

6.1 Internal Review

- Project manager reviews all reports
- Cross-functional validation (cost, schedule, QA/QC)

6.2 Client Review

- Present findings in meetings
- Address questions and clarifications

6.3 Approval & Finalization

- Issue final version after feedback
- Maintain record of approved reports

---

7. Distribution & Communication

7.1 Report Distribution

- Email or project management platform
- Controlled access for sensitive data

7.2 Meetings & Presentations

- Weekly progress meetings
- Monthly executive briefings

7.3 Escalation Protocol

- Immediate reporting of critical issues
- Defined escalation hierarchy

---

8. Documentation & Record Keeping

8.1 Report Archiving

- Store all reports systematically
- Maintain audit trail

8.2 Lessons Learned

- Capture recurring issues
- Improve future reporting processes

---

9. Continuous Improvement

9.1 Feedback Collection

- Gather input from clients and internal teams

9.2 Process Optimization

- Automate reporting where possible
- Improve templates and KPIs

9.3 Technology Integration

- Use tools like:
  - Procore
  - Primavera P6
  - Power BI dashboards

---

10. Standard Report Structure (Best Practice)

Every major report should include:

1. Executive Summary
2. Health Dashboard (RAG Status)
3. Schedule Overview
4. Cost Overview
5. Risks & Issues
6. Safety & Quality
7. Key Decisions Required
8. Appendices (detailed data)

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

Exalt Project Management LLC

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

Alun Thomas

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☒ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☒ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

N/A

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Suave Pereira

Name of signatory

Signature

06/07/2026

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Request for Qualifications
Owner's Representative Services for
City Hall Improvements

Addendum No. 1

City of Rollingwood, Texas

City of Rollingwood

403 Nixon Drive

Rollingwood, TX 78746

Addendum No. 1 Release Date – Monday, June 1, 2026

RFQ Due Date – Monday, June 8, 2026, at 10:00 a.m.

The City of Rollingwood (the “City”) issues this Addendum No. 1 to the Request for Qualifications (RFQ) for Owner's Representative Services associated with the City Hall Improvements Project. This addendum has been prepared by City staff to address questions and requests for clarification raised by prospective respondents during the In-Person Pre-Bid Conference held on Friday, May 29, 2026, at 2:00 p.m., as well as other enquiries received by the City, such as during the tour of the City Hall facilities held immediately following the In-Person Pre-Bid Conference.

The City is committed to conducting a fair, transparent, and competitive procurement process. To ensure all interested firms have access to the same information, this addendum provides responses, clarifications, and supplemental information intended to further define the City's expectations regarding the scope of services, project objectives, and procurement requirements. Respondents should carefully review all information contained herein and incorporate any applicable revisions into their Statements of Qualifications.

The selected Owner's Representative will serve as the City's trusted advisor throughout the City Hall Improvements Project, providing strategic guidance, project oversight, and coordination during planning, design, procurement, and construction activities. The City seeks a highly qualified firm with demonstrated experience managing public-sector capital improvement projects and delivering successful outcomes on behalf of municipal clients.

Except as expressly modified by this Addendum No. 1, all provisions, requirements, deadlines, and conditions of the original RFQ remain unchanged and in full force and effect. This addendum shall be considered part of the RFQ and **must be acknowledged by all respondents in their submissions**.

Below are the questions asked during the In-Person Pre-Bid Conference, along with the City’s responses:

Q1. Is the project intended to attain LEED certification or another environmental certification?

A1. The City of Rollingwood has not made a determination on this matter. The selected Owner's Representative can make a recommendation regarding environmental certifications to the City Council as needed.

Q2. Does the City have an existing study or studies regarding the needs for the facility?

A2. No formal needs assessment has been performed. However, the City of Rollingwood has a preliminary needs assessment that was drafted by City staff in partnership with Travis County Emergency Services District No. 9 (Westlake Fire Department), which is included as Appendix “A” to this Addendum. That needs assessment may contain errors and omissions, so should be closely reviewed by the selected Owner's Representative early in the project.

Q3. Does the City intend to refurbish the existing building, build a new building, or some combination of the two?

A3. The City of Rollingwood has not made a determination on this matter. The selected Owner's Representative shall be required to make a recommendation on this to the City Council.

Q4. Will the selected Owner's Representative be required to help with finding a space for the relocation of City staff?

A4. The City of Rollingwood intends to handle relocation of staff itself. However, the selected Owner's Representative shall be required to coordinate timing of staff relocation with the City, and recommendations for temporary workspace for staff will be considered.

Q5. Is there a time frame for the full completion of the City Hall Improvements Project?

A5. At this time, the City of Rollingwood has not committed to a timeline for the project. The selected Owner's Representative shall be required to make a recommendation on the project's timeline to the City Council, and to hold the project to the timeline chosen and approved by the City Council.

Q6. Should the City Hall Improvements Project exceed its budget, would the City get another bond to finance the difference?

A6. As a municipal government, the City of Rollingwood is a steward of taxpayers' money. As such, the City intends to stay at or below the budget approved by City Council, and the selected Owner's Representative shall be required to ensure that the budget is strictly adhered to. Should, at any time, the budget appear to be unrealistic in the professional opinion of the selected Owner's Representative, the selected Owner's Representative shall immediately inform the City so that the City Council can consider the matter.

Q7. On Page 6, 3a of the RFQ, responding firms are asked to identify all key personnel, their relationship to the project, relevant qualifications and experience, degrees held, registrations, memberships, years with the firm, and their level of effort toward completing all needed tasks. What did the City mean by this?

A7. The City always seeks to have well-qualified people working on its behalf; a highly qualified firm is important, but the City needs assurances that the firm selected to be the Owner's Representative will have highly qualified people performing work for this City on this project.

Respondents are asked to detail who will be working on the project on the firm's behalf and what their individual role(s) will be. For each person, explain their qualifications, experience, education, professional licenses or certifications, memberships in professional organizations, how long they have worked for the firm, and how much of their time they will dedicate to completing the project.

Q8. Has the City of Rollingwood ever used an Owner's Representative before?

A8. The City's current staff and City Council have not previously used an Owner's Representative for building construction or rehabilitation.

Q9. When will a decision be made to select an Owner's Representative?

A9. It is expected that the City Council will approve the ranking of firms by qualification at its regular meeting on June 17, 2026. Following that, the City will enter into contract negotiations with the most qualified firm, as is typical for an RFQ process. Should an agreement not be made with the most qualified firm, the City will move to the second most qualified firm and begin negotiations. As needed, this process will continue down the rankings, but at no time will the City move back up the list if contract negotiations have failed.

Q10. Will the City Council interview the responding firms?

A10. The City of Rollingwood has not made a determination on this matter, although interviews may take place if requested or directed by the City Council.

Q11. What delivery method (such as Construction Manager at Risk) does the City intend to use?

A11. The City of Rollingwood has not made a determination on this matter. The selected Owner's Representative shall be required to make a recommendation on the project delivery method to the City Council.

Remainder of this page intentionally left blank

Appendix "A" to Addendum No. 1 to the Request for Qualifications (RFQ) for Owner's Representative Services Associated with the City Hall Improvements Project

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
Shared: All	Public	Entry/Lobby for visitors	160	1			Varies	Entry/Waiting area for visitors to City hall/Fire Department, water fountains	Receptionist/Utility Billing /Court/PD/FD Admin Assistant. Public Restrooms	Public Facing Windows for Admin/PD/FD
Shared: All	Public	Public Restrooms	112	2	8	7	1	Two private bathrooms	Lobby	Two Unisex
Shared: All	Semi Private	Council Chambers	961	1	31	31	11-15 Staff/ Council, 50 Public	Council Meetings, Board and Commission Meetings, Larger meeting space than conference room.	Conference Room for Executive Session	Should have barrier between Council Chambers and any offices to allow daytime meetings that don't interfere with work.
Shared: All	Semi Private	Kitchen/Break Room	160	1			8 people when tables in use.	Kitchen, add stove and a few tables/chairs.	Near enough to all departments	
Shared: All	Semi Private	IT Room	90	1	9	10	0	Large enough for PD/Admin IT Needs. Must lock.	Near necessary departments (Will need to consult with IT)	
Shared: All	Semi Private	Utility Room	100	1	10	10	0	May be in garage or city hall, hold cleaning supplies and paper towels, etc. Washer and Dryer for police and PW uniforms		
Shared: All	Private	Staff Restrooms	168	3	8	7	1	Three private bathrooms	Near enough to all departments or may need additional restrooms in separate location.	Three Unisex
Shared: All	Private	Large Multipurpose Conference/Training/Briefing Room	180	1	10	18	Up to 10	Staff meetings/ briefings, Executive Session	Council Chambers	Willling to Share with FD/PD, to hold approx. 10 people
Shared: All	Private	Staff Locker Room	200	1	10	20	3-4	Shared room of lockers adjacent to 2 separate locking showers. Lockers: 4 PW, 10 PD, 12 Fire Department	Closest to departments that would use it most (PW/FD/PD)	Note: Often FD lockers are included in FD sleeping quarters so may not need space here- if not, this room can be downsized
Shared: All	Private	Staff Shower Facilities	108	2	9	6	1	Two individual locking shower rooms with bench.	Staff locker room.	
Shared: All	Semi-Private	Electrical/Communications	96	0	8	12	0	Shared with entire building. House communications, ATS, MDP, and electrical equipment	Centrally located. Could be on 2nd floor mezzanine	Dedicated cooling, server, data, and phone panels on opposite walls with UPS in the middle
Shared: All	Apparatus	Fire Sprinkler Riser	25	0	5	5	0	Shared with entire building. Sprinkler riser.	Apparatus Bay	On exterior wall with door
Shared: All	Mechanical	Mechanical Platform	208	0	8	26	0	Shared with entire building. Space for indoor AHU's EWH's, other equipment.	Stairwell	
Shared: All	Private	Weight/Exercise Room	320	1	16	20	0	Workout room shared with all staff	Locker Rooms (if possible)	
		Total Square Footage	2,888							

Admin	Semi Private	Court Clerk Office/Work Station	100		10	10	1 + 2 Visitors	Court Clerk Office, Storage and Ability to talk to the public.		Public Facing Window
Admin	Semi Private	Assistant to City Administrator/ Receptionist Work Station	80		10	8	1	Receive Lobby Visitors	City Administrator	Public Facing Window
Admin	Semi Private	Utility Billing Office/Work Station	100		10	10	1	Ability to talk to the public, semi private space for billing.	City Administrator/ Finance Director	Public Facing Window
Admin	Semi Private	Resident Computer/Work Station	56		8	7	1 when needed	Computer for residents to view plans.	Development Services Manager	Semi Public for Supervision

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
Admin	Private	City Administrator Office	170	1	10	17	1 + 4 Visitors	Office + small conference table, Similar to current office setup.	City Secretary's Office/Finance Director	With Small Conference Table
Admin	Private	City Secretary Office	120	1	10	12	1 + 2 Visitors	Office, similar to current office setup.	City Administrator's Office/ Finance Director	Room for small filing cabinets
Admin	Private	Finance Director Office	120	1	10	12	1 + 2 Visitors	Office, private space for talking to employees about payroll or benefits.	City Administrator/City Secretary	Room for small filing cabinets - Current Office is 130 SF
Admin	Private	Development Services Manager Office	120	1	10	12	1 + 2 Visitors	Office, room for 1-2 members of public to discuss development plans.	Administrative Offices/Resident Computer	
Admin	Private	Elected Official Office	120	1	10	12	1 + 2 Visitors	For elected officials to have a private work/ meeting space.	City Administrator's Office	
Admin	Private	Extra Office	120	1	10	12	1 + 2 Visitors	Possible future expansion in development/engineering	Development Services office	
Admin	Private	Large Storage Room for Supplies/Files + Document Workroom	120	1	10	12	0	Office supply storage similar to current setup	Receptionist/ Administrative staff	May be combined with Historical Document Storage Room if enlarged. Store Copier, postage machine, etc.
Admin	Private	Historical Document Storage Room	100	1	10	10	0	Area for historical documents (Ordinances, minutes, misc. historical files)	City Secretary	May be combined with Supply/File Room if enlarged.
		Total Square Footage	1,326							
PD	Semi-Private	PD Receptionist Work Station	64		8	8	1 + 2 Visitors	PD Admin Assistant work station	Chief, Senior Corporal and Other Offices	Public Facing Window
PD	Private	Staff Restrooms	112	2	8	7	2	Two private bathrooms	PD Area, FD sleeping Rooms.	Two Unisex; could share with FD. Could also possibly be removed if the staff locker/shower room has private restrooms.
PD	Private	Police Chief Office	195	1	15	13	1 + 4 Visitors	Chief's Office and small conference table, Similar to current office setup.	Patrol Work stations	With Small Conference Table
PD	Private	Command Office (Senior Corporal)	120	1	10	12	1	Office for Senior Corporal (second in command	Patrol Work stations	Room for small filing cabinets
PD	Private	Coporals Office	170	1	10	17	2	Shared office for two corporals	Patrol Work stations	Room for small filing cabinets - Current Office is 130 SF
PD	Private	Patrol Work Station room	500	1	20	25	0	Shared work stations for officers, will hold up to 4 at a time	Chief, Senior Corporal and Other Offices	
PD	Private	Large Storage Room for Supplies/Files + Document Workroom	120	1	10	12	0	Office supply storage and workroom	PD Admin Assistant, PD Offices	May be combined with Shared use storage and workroom if located nearby
PD	Private	Records room	100	1	10	10	0	Area for record storage	Patrol Work Stations	
PD	Private	Interview Room	100	1	10	10	3	Interview room		Private entrance to this room (Not through public lobby)
PD	Private	Internal Storage	122	1	9	13.5	0	Uniforms, gun locker, equipment		
PD	Private	Evidence Processing Room	64	1	8	8	0	Processing evidence before storage		Can be entry to locking evidence storage room, has table for evidence processing.
PD	Private	Evidence Room	120	1	10	12	0	Locking evidence room		Must have separate ventilation system

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
PD	Private	Large unconditioned storage area	120	1	10	12	0	Locking cage for Bikes, other equipment, large items		Willing to share with PW
		Total Square Footage	1,907							
PW	Private	Public Works Director Office	120	1	10	12	1 + 2 or 3 Visitors	Public Works Director Office with room for 2-3 oerators or visitors to meet.	Close to Admin Staff if practical	
PW	Private	Public Works Department Office	120	1	10	12	3	Space for three operators to leave belongings, log in to computer to check emails, write reports.	Public Works Director Office	
PW	Private	Public Works Garage/Indoor storage for tools		1				Indoor storage for tools/ working on equipment/vehicles		
PW	Private (Outdoor)	Public Works Yard	700	1	70	100		Outdoor yard for storage of large equipment/ materials		
		Total Square Footage	940							
FD	Semi-Private	Day Room/Kitchen/Dining/pantry	756	1	27	28	4	Kitchen, eating area, food storage, entertainment, gathering space	Main Corridor, patio	3 pantries, fridge, high-end residential range and hood with suppression, preparation space, seating for 4, built-in wall storage, cable outlet, ceiling fans
FD	Semi-Private	Utility Room	80	1	8	10	1	Personal and Bedding, Laundry and General Cleaning Storage	Main Corridor	Washer/dryer, mop sink, built in storage/counter, small handwash sink, ice machine, adjustable shelves.
FD	Semi-Private	Watch Office	100	1	10	10	2	Shared report writing office space	Apparatus Bay, Lobby	Wrap around desk, upper shelving, data, phone, computers, office chairs
FD	Private	Two-person sleeping room	286	2	11	13	2	Beds and lockers for 2 male or female firefighters - beds and lockers are per room - total 4 beds, 12 lockers - 2 beds and 6 lockers in each room	Bathrooms	2 beds, 6 lockers, data
FD	Apparatus	Apparatus Bays (stacked)	900	1	20	45	Varies	Storage for Apparatus (33' Engine)	Support Spaces	Access from air locks, exhaust fans, electric heat. 3' walking aisle on either side of 14' wide truck bay
FD	Apparatus	Decontamination shower room	81	1	9	9	1	Dedicated decontamination shower room	Apparatus Bay	
FD	Apparatus	EMS Storage	36	1	6	6	1	EMS Storage space	Apparatus Bay	Adjustable shelving, ice machine?
FD	Apparatus	Bunker Room (12 lockers + Extractor)	171	1	9	19	12	Gear storage for 3 shifts of 12 firefighters. Includes Extractor and Washer and dryer as well as shelves.	Stairwell	Dedicated cooling & Dehumidification, 24" x 24" gear lockers, gear shelving, LED lighting
		Total Square Footage	2,410							

Shared All	2,888
Admin	1,326
Police Department	1,907
Public Works	940
Fire Department	2,410
Total Square Footage	9,471

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)	Occupants	Function	Adjacency	Special Requirements/Notes
Fire Department Items Removed Per Chief Wilson									
FD	Public	Treatment Alcove (Removed Per Chief Wilson)		0	5	6	1	May not be desired. Treatment/triage room for walk-in patients.	Lobby	Millwork
Fire Department Items Moved to "Shared: All" Section									
Shared: All	Public	Entry/Lobby		0	8	10	Varies	May not be necessary if shared with building lobby. Reception/Checkpoint for public.	Public Restroom	
Shared: All	Public	Public Restrooms		0	6	8	1	May not be necessary if shared with building lobby. Handicap accessible restrooms.	Lobby	ADA Compliant, Unisex
Shared: All	Semi-Private	Electrical/Communications	96	0	8	12	0	Shared with entire building. House communications, ATS, MDP, and electrical equipment	Centrally located. Could be on 2nd floor mezzanine	Dedicated cooling, server, data, and phone panels on opposite walls with UPS in the middle
Shared: All	Apparatus	Fire Sprinkler Riser	25	0	5	5	0	Shared with entire building. Sprinkler riser.	Apparatus Bay	On exterior wall with door
Shared: All	Mechanical	Mechanical Platform	208	0	8	26	0	Shared with entire building. Space for indoor AHU's EWH's, other equipment.	Stairwell	
Fire Department Requests Covered by other Items									
FD	Private	Private Bathroom		0	7	11	1	Shared with PD Locker rooms. Shower Room for personnel.	Sleeping Rooms	Shower, vanity, toilet, ADA

Note: If the PD/Admin/FD facilities are not located in close proximity, some of these may need to come back into the equation (entry/lobby, restrooms, etc.)

Relevant Client Experience and References

Exalt Project Management, LLC currently provides or has recently provided Owner's Representative and Construction Project Management services for the following clients. These projects demonstrate our experience managing public-sector capital improvement projects, coordinating stakeholders, overseeing consultants and contractors, and protecting the Owner's interests throughout project delivery.

Client 1

Agency: General Land Office State of Texas
Project: Alamo Plan
Project Manager: Tim Weldon, Director of Construction
Phone Number: 956 – 624 - 9645
Project Value: $885,000,000

Description of Services Provided:
Exalt Project Management served as the Owner's Representative for the planning, design, procurement, and construction phases of the project. Responsibilities included budget management, schedule oversight, design review coordination, pay application review, change order management, contractor coordination, project reporting, and project closeout.

Client 2

Agency: University of Texas Marine Science Institute
Project: JOC Misc. Repairs
Project Manager: Britnee Muiz
Phone Number: 956-530-6224
Project Value: $33,500,000

Description of Services Provided:
Provided comprehensive Owner's Representative services including consultant procurement assistance, design phase management, construction administration oversight, quality assurance reviews, cost control, risk management, and coordination with local government stakeholders.

Client 3

Agency: City of Lockhart
Project: City Wide Renovations
Project Manager: Howard Brigham, Secretary
Phone Number: 516-903-9784
Project Value: $7,340,500

Description of Services Provided:
Managed project planning and execution on behalf of the Owner, including monitoring design progress, reviewing contractor invoices, evaluating change orders, facilitating project meetings, tracking project budgets, and ensuring compliance with project objectives.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2026-1473493

Date Filed:
06/07/2026

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Exalt Project Management LLC
Selma, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Rollingwood

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RFQ – Owner's Representative
The City of Rollingwood is soliciting responses in providing owner's representative services for the improvement of municipal buildings and facilities.

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. [X]

6 UNSWORN DECLARATION

My name is Suave Pereira, and my date of birth is 10/21/1993.

My address is 8416 aries, Selma, TX, 78154, USA.
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Bexar County, State of TX, on the 7 day of June, 20 26.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

Request for Qualifications

Owner's Representative Services for

City Hall Improvements

City of Rollingwood, Texas

City of Rollingwood

403 Nixon Drive

Rollingwood, TX 78746

RFQ Release Date – Friday, May 8, 2026

In-Person Pre-Bid Conference Date – Friday, May 29, 2026 at 2:00 p.m.

RFQ Due Date – Monday, June 8, 2026 at 10:00 a.m.

RFQ Contents

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Overview

The City of Rollingwood (the "City" and the "Owner") is soliciting responses from firms with professional qualifications and experience in providing owner's representative services for the improvement or replacement of municipal buildings and facilities. Statements of qualifications will be accepted from individuals, firms, or groups of firms who can demonstrate they have the resources, experience, and qualifications to provide such owner's representative services. It is the City's intent to obtain owner's representative services to act on behalf of the City of Rollingwood in all activities associated with the improvement, remodeling, or replacement of the City's municipal building located at 403 Nixon Drive, Rollingwood, Texas (the "Project").

The successful firm will provide a single person who will serve as the City's principal point of contact. The span of services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm selected. Sub-contractors to the successful firm may provide services to the City only with approval of the City Council.

For the purpose of this Request for Qualifications ("RFQ"), the term "Owner's Representative" will be used hereafter to refer to the successful firm.

The purpose of the RFQ is to enter into a master services agreement for project management ("PM") services with the most qualified respondent. Project management on the Project will be task order driven based upon the demands of the project.

Background

The City of Rollingwood is located directly adjacent to the city limits of Austin and West Lake Hills and is in close proximity to downtown Austin and the University of Texas. Incorporated in 1955, the City has the warmth and charm of a small town neighborhood. Large, sprawling lots with rolling topography and live oaks aplenty add to its attraction. Contributing to Rollingwood's outstanding quality of life are the City's low crime rate, superior school district, and desirable location.

The City of Rollingwood has a population of approximately 1,500 people. It is a Type A, General Law City with a Mayor-Council form of government. The City Council consists of the Mayor and five

Councilmembers elected at-large to staggered, two-year terms. Annually, the City Council selects one of its members to serve as Mayor Pro Tempore.

In partnership with Travis County Emergency Services District No. 9 (the "ESD"), which operates the Westlake Fire Department, the City intends to improve its municipal building. The improvements will include facilities for use as a fire station by the Westlake Fire Department. Currently, the City has authorized $2.5 million, and Travis County Emergency Services District No. 9 has authorized $1.5 million, resulting in a total cost for the Project of no more than $4 million.

Scope of Services

Through this RFQ, the City is requesting Respondents to provide qualifications for professional PM services for the planning, design, construction, and closeout of the Project. Firms with experience in PM services for public infrastructure and similar facilities are requested to respond to this RFQ. Respondents are required to submit their own specific project approach and tasks, which shall include, but will not be limited to, the following:

1. The Owner's Representative shall serve as an agent and representative of the City. The primary objective of this RFQ is to ensure that the completed Project shall meet the needs of the City and of the ESD and is accomplished on time and within budget. The successful Respondent will demonstrate a highly qualified ability to accomplish the objectives of this RFQ.

2. The successful Respondent will be highly skilled and experienced in managing projects similar to the Project listed. Services shall include all general leadership and management functions required of a project manager including but not limited to: recommendations for and development of the scope of work, preparing and managing Requests for Proposals (RFPs) in accordance with governmental purchasing requirements, recommendations for project delivery, procurement of necessary goods and services, tracking budgets, providing cash-flow projections to administration as required, preparing cost estimates, validating construction cost/cost of work, developing and monitoring schedules, overseeing quality of all aspects of the project, communication with the project team including making regular presentations to City Council, thorough documentation, and the ability to provide services, including, but not limited to:

    a. Pre-Construction Phase
        i. Establish and maintain communication protocol between the Owner's Representative and the City as Owner.
        ii. Assist in defining the Project's needs, refining the current needs assessment document, and assist with deciding on a project delivery method such as design-bid-build or Construction Manager at Risk.
        iii. Assist in developing Request for Qualifications ("RFQ") documents for the procurement of the Architect for the Project.
        iv. Assist in selection/evaluation of the Architect.
        v. Assist in developing Request for Proposal ("RFP") documents for the procurement of the General Contractor, and if appropriate, the CM At Risk for the Project.

vi. Assist in selection/evaluation of the General Contractor and, if appropriate, the CM at Risk.
vii. With input from the City, create the milestone schedule for overall Project design and construction.
viii. Manage coordination and correspondence between all parties, including, but not limited to, the City as Owner, Architect, and General Contractor.
ix. Review design documents, drawings and specifications for constructability, cost-effectiveness, scheduling, consistency, and coordination.
x. Give guidance regarding design aesthetics in coordination with the architect, to ensure cost effective outcomes.
xi. Monitor and maintain all parties' efforts for conformance to schedule and budget.
xii. Notify Owner of design and budget concerns throughout design process.
xiii. Develop detailed cost estimates at various phases of design, as necessary.
xiv. Assist in the development of value engineering options as required.
xv. Assist in the development of contract negotiation process and aid in review, approval or disapproval of General Contractor numbers, or CM at Risk's guaranteed maximum price.
xvi. Assist in the preparation of Contract Documents for all contractors, to be reviewed and approved by the City's legal counsel.
xvii. Facilitate preconstruction conference(s), preparing and maintaining minutes from such conference(s).
xviii. Coordinate with local utilities, cities, entities, etc. on Owner's behalf.

b. Construction Phase
i. Establish and maintain communication protocol between the City as Owner, Architect, and General Contractor/CM At Risk.
ii. Monitor the overall budget and schedule and advise the Owner of any trends that affect the timely procedures and cost-effective completion of the Project.
iii. Maintain thorough knowledge of the plans and specifications.
iv. Personally observe major assemblies placed in the construction for general compliance with the contract documents, supplemental instructions from the Architect, and support the quality assurance efforts of the Inspector(s).
v. Coordinate construction logistics between the Architect, General Contractor/CM At Risk and the Owner.
vi. Review General Contractor/CM At Risk's schedule of values/cost breakdown and construction schedule and recommend approval/changes and disapproval.
vii. Attend, arrange and conduct a variety of meetings, as requested by the Owner.
viii. Perform quality surveys, review and verify the contractor's monthly application for progress payments.
ix. Review and analyze proposed change orders and make recommendations to Owner.
x. Assess and evaluate pricing on all change order requests, taking the lead in negotiating fair and equitable resolutions and managing schedule impacts.

xi. Review requests for information ("RFI") and Architect's supplemental instructions ("ASI"). Track submittals as required through completion of the process.
xii. Generate weekly site visit reports describing general events, noting problems and unusual events.
xiii. Take appropriate photographs that document construction progress and conformity with Contract Documents.
xiv. Review and verify General Contractor/CM At Risk's Project record drawings and schedule are updated to reflect all changes and work completed before each monthly progress payment.
xv. Provide and monitor inspections of the construction as follows:
    1. Frequently inspect the work for progress, quality, and conformance with the Contract Documents.
    2. Coordinate, track, and document all Owner testing.
    3. Review special inspection and material testing reports to verify conformance with the Contract Documents.
    4. When work is found to be non-conforming, document the deficiencies and promptly provide written notification of the deficiencies to the Architect, Owner, and General Contractor/CM At Risk.
    5. Verify that deficiencies have been corrected and/or approved by the applicable party.
    6. Issue inspection deficiency list to the Architect, Owner, and General Contractor/CM At Risk. Conduct inspections and track deficiencies through correction.
    7. Coordinate preparation of the punch-list and monitor corrective work to successful completion.
    8. Coordinate Owner Activities (Occupancy, fixture and equipment procurement, Technology, etc.).

c. Closeout Phase
    i. Verify all Project Record Documents are provided to the Owner and complete.
    ii. Verify all O&M Manuals are complete and provided to Owner.
    iii. Verify all Warranties are submitted and in accordance with Contract Documents.
    iv. Ensure City staff have received all necessary training for the operation of the new building and systems.
    v. Maintain a presence and provide support, follow up and track completion on warranty requests.

Insurance Requirements

For the duration of the contract, the service provider must maintain Commercial General Liability insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate, Professional Liability Insurance with limits of not less than $1,000,000 per occurrence if available to a professional engaged in consultant's regular course of business, Automobile Liability insurance with a minimum limit of $1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas.

Service Provider shall maintain liability insurance in an amount of not less than $1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by Service Provider.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement being entered into. The cost of such insurance is the service provider's responsibility. Failure to comply could result in non-award of the contract.

Response Content

Responses must adhere to the requirements outlined in this section; the following items are required in each response. Instructions regarding scope and contents are given in this section. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of each response. Facsimile responses will not be accepted. Responses must contain a concise presentation of sufficient length to be complete. The original statement of qualifications and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. Introduction/Cover Letter: Provide a cover letter introducing the firm and providing any other pertinent information, including the firm's approach to providing owner's representative services.
2. Firm Description: Provide the name and address of the firm with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. List number of years providing owner's representative services, specifically for local government entities. All submitting firms must identify the location of any parent office(s), and the location of the office that will be principally responsible for the project. For the office responsible, please provide an Organizational Chart depicting:
    a. Key staff proposed for the City's Project.
    b. All staff members who will be involved in supporting the firm's efforts.
3. Project Team and Qualifications: Provide:
    a. Identify all key personnel, their relationship to the project, relevant qualifications and experience, degrees held, registrations, memberships, years with the firm, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
        i. Identify all staff members who hold a Certified Construction Manager (CCM) in project leadership capacity. (Must be employees of the prime firm at the time of submission.)
        ii. List of personnel experience specifically in the municipal facilities market.
        iii. Identify the person who will be primarily responsible for contact with the City.
        iv. For team members in a project support role, provide a half page résumé with the following information:
            1. Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm.

2. List of personnel experience, specifically in the municipal facilities market.

b. Provide a brief outline of the firm's staffing and ability to meet the schedule and deadlines described in this RFQ.
c. Provide information related to the level of knowledge of applicable local, state and federal regulations including but not limited to those regarding construction, development, building codes, environmental quality, and drainage.
d. Identify any sub-contractors proposed for the project and list the proposed Project roles and responsibilities for each sub-contractor.

4. Scope of Services: Generally discuss the firm's approach to accomplishing the "Scope of Services" section above.
5. References: Identify at least three (3) similar clients that the firm currently provides or has previously provided service to, preferably municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed.
6. Quality Control: Describe how the successful respondent will manage quality control/quality assurance to monitor and resolve issues and check cross-reference documents, consultant and contractor's work, invoicing, quantities, bids, design reviews, change orders and so forth. Specific examples shall be included in the proposal, as applicable.
7. Additional Data: This section will be limited to five (5) pages. Responses may include any other information the respondent deems essential to the evaluation of the statement of qualifications.

Requests for Clarification and Addenda

All questions or requests for clarification regarding this Request for Qualifications ("RFQ") must be submitted in writing via email to the City Administrator no later than 5:00 p.m. on Friday, May 29, 2026. Questions shall be directed to:

Alun Thomas, City Administrator
City of Rollingwood
Email: athomas@rollingwoodtx.gov

Questions received after the stated deadline may not be considered.

Responses to questions, as well as any revisions, clarifications, or addenda to this RFQ, will be issued by the City in the form of written addenda. Addenda will be distributed to all known recipients of the RFQ and may also be posted on the City's website, if applicable.

It is the responsibility of each Respondent to ensure that they have received all addenda issued by the City prior to submitting a response. Failure to acknowledge receipt of all addenda may result in the rejection of the response.

Each Respondent shall acknowledge receipt of all addenda in their submitted Statement of Qualifications.

No oral statements, interpretations, or clarifications by City staff or representatives shall be considered binding. Only written addenda issued by the City shall be considered official.

Response Submittal

To be considered, please submit 7 (seven) hard copies and 1 (one) electronic copy, on a USB drive, of your statement of qualifications, addressed and delivered to:

City of Rollingwood
Attn: City Secretary
403 Nixon Drive
Rollingwood, TX 78746

The envelope or container must be sealed, and must clearly state: RFQ RESPONSE: Owner's Representative Services for City Hall Improvements.

Responses received after the due date of Monday, June 8, 2026 at 10:00 a.m. will not be considered.

Questions regarding this request for qualifications may be directed to City Administrator Alun Thomas, City of Rollingwood, 403 Nixon Drive, Rollingwood, TX 78746 or by email at: athomas@rollingwoodtx.gov

Review and Selection Procedure

The City Council will evaluate each statement of qualifications and select an Owner's Representative for the Project at a meeting that will be open to the public in compliance with the Texas Open Meetings Act. The City may use a two-step process for the final selection of a qualified consultant:

Step 1: Consists of a Qualifications package submitted by firms interested in being considered. The City may select short-listed firms based on an evaluation of the written materials submitted. Short-listed firms may be asked to submit additional information. The City reserves the right to make a firm selection based on the Qualifications package alone, without interviews.

Step 2: If the City proceeds with interviews, a selection will be made of one finalist following interviews with the short-listed firms. The City may initiate negotiations with the selected consultant to develop a scope of work. If negotiations are unsuccessful, the City may enter into the process with the next highest ranked short-listed firm.

The following evaluation criteria and their respective weights will be used in selecting an Owner's Representative:

Evaluation Criteria	Points
Firm's experience in the delivery of successful Owner's Representative services to meet the defined scope of work	20

Qualifications of the Project Team	20
Service approach, methodology and response content that addresses the requirements listed in the RFQ	30
Knowledge of local issues in the City of Rollingwood and the surrounding region	10
References: Three (3) required	10
Knowledge of applicable local, state and federal regulations including but not limited to those regarding construction, development, building codes, environmental quality, and drainage.	10

The City of Rollingwood reserves the right to reject any and all responses and to waive any informality in responses received.

QUALITY CONTROL / QUALITY ASSURANCE APPROACH

Exalt Project Management, LLC utilizes a proactive Quality Control/Quality Assurance (QC/QA) program designed to protect the Owner's interests throughout all phases of a project. Our approach emphasizes early issue identification, independent verification, accountability, and continuous monitoring to ensure project objectives related to cost, schedule, quality, and compliance are achieved.

Quality Management Process

Our QC/QA process includes structured reviews, standardized documentation procedures, regular project audits, and independent verification of critical project information. The Owner's Representative serves as the central point for monitoring and coordinating the efforts of the design team, contractors, consultants, and stakeholders to ensure consistency and accuracy throughout the project lifecycle.

Design Review and Document Coordination

During the design phase, our team performs comprehensive reviews of design submissions at key milestones (schematic design, design development, and construction documents) to verify:

- Compliance with project objectives and Owner requirements.
- Coordination among architectural, civil, structural, mechanical, electrical, and plumbing disciplines.
- Constructability and maintainability.
- Compliance with applicable codes, regulations, and local government standards.
- Consistency between specifications, drawings, schedules, and project requirements.

Our team develops review comment logs and tracks all comments through resolution to ensure accountability and proper closure before bidding or construction.

Example: During a municipal facility renovation project, our design review identified conflicts between HVAC ductwork and structural framing that would have resulted in costly field modifications. The issue was resolved during design, preventing construction delays and avoiding potential change orders.

Bid and Procurement Review

Prior to award, Exalt Project Management conducts independent reviews of bid packages, contractor qualifications, bid tabulations, and procurement documentation to verify:

- Completeness of bid documents.
- Accuracy of bid comparisons.
- Compliance with procurement requirements.
- Reasonableness of pricing.
- Identification of potential scope gaps or exclusions.

This process reduces the likelihood of disputes and unforeseen costs during construction.

Construction Quality Assurance

Throughout construction, our team conducts regular site visits and progress evaluations to verify that work is being completed in accordance with approved plans, specifications, contract requirements, and applicable codes.

Our quality assurance activities include:

- Review of contractor quality control procedures.
- Monitoring of testing and inspection reports.
- Verification of material submittals and shop drawings.
- Observation of critical construction activities.
- Tracking and resolution of deficiencies and punch list items.
- Coordination with third-party testing agencies and inspectors.

Any identified issues are documented, assigned, tracked, and monitored through corrective action and final resolution.

Invoice and Pay Application Review

Exalt Project Management performs detailed reviews of contractor and consultant invoices before recommending payment approval. Our review includes:

- Verification of percent complete.
- Confirmation that billed quantities align with completed work.
- Review of stored materials and supporting documentation.
- Validation of consultant billings against contract terms.
- Confirmation that lien releases and required documentation are provided.

Example: During a public infrastructure project, our review identified an overstatement of installed quantities on a contractor pay application. The discrepancy was resolved prior to payment, resulting in immediate cost savings to the Owner and improved invoice controls moving forward.

Change Order Management

All proposed change orders are subjected to a formal review process that evaluates:

- Necessity of the change.
- Cause and responsibility.
- Cost reasonableness.
- Schedule impact.
- Availability of contingency funds.
- Compliance with contract requirements.

n independently validates labor, material, equipment, subcontractor costs, and markups before ending approval.

Example: On a public facility expansion project, a contractor submitted a change order for unforeseen utility conflicts. Through detailed review and negotiations, our team identified scope already included within the base contract and reduced the proposed change order value by more than 25%, resulting in significant savings for the Owner.

Issue Resolution and Risk Management

Our team maintains active issue and risk logs throughout the project to identify, prioritize, and resolve potential concerns before they impact cost, schedule, or quality. Issues are assigned responsible parties, tracked through resolution, and regularly reported to project stakeholders.

Routine project meetings, executive reporting, and progress reviews ensure transparency and provide timely decision-making support for the Owner.

Continuous Monitoring and Reporting

Quality control efforts are supported by standardized reporting tools including:

- Project dashboards.
- Schedule analyses.
- Budget and contingency tracking reports.
- Risk registers.
- Action item logs.
- Change order logs.
- Pay application review reports.
- Design review comment matrices.

These tools provide the Owner with clear visibility into project status and enable informed decisions throughout project delivery.

Through this comprehensive QC/QA approach, Exalt Project Management ensures that project documentation, consultant and contractor performance, financial controls, schedule compliance, and construction quality are continuously monitored and managed in the best interests of the Owner.



SUAVE PEREIRA

SR. Project Manager - Quality Control - SR. Estimator – Risk Management

PROFILE

Results-driven Construction Project Manager with extensive experience in leading high-value construction projects from conception to completion. - Skilled in project estimation, quality control, and team leadership, with a strong focus on delivering projects on time and within budget. - Proven track record in improving operational efficiency and implementing robust project management practices. - Holds key certifications including PMP, OSHA 30, and Primavera P6, demonstrating commitment to professional development and safety standards.

CONTACT

- (210) 273-6791
- Suavepereira@gmail.com
- San Antonio TX. 78154

CERTIFICATIONS

- **Project Management Professional (PMP)**
  Project Management Institute - 2022
- **OSHA 30**
  2017
- **Microsoft Management Office 365**
  Microsoft - 2016
- **E4 Clicks Estimation Certified**
  E4 Clicks – 2019
- **Construction Quality Control Certified**
  U.S. Army Corps of Engineers – 2019
- **Certified Construction Manager (CCM)**
  Construction Management Association of America– 2025
- **Certified Associate in Project Management (CAPM)**
  Project Management Institute – 2020
- **Primavera P6 Professional**
  Primavera - 2015

EDUCATION

Texas State University – San Marcos TX.
2013 - 2015
B.S. Construction Management

NASSAU – Hempstead NY.
2011 - 2013
A.A.S. Civil Engineering

WORK EXPERIENCE

Geronimo Creek WWTP – SR. Project Manager
City of Seguin
May 2024 –May 2026
San Antonio TX / $61M / Heavy Civil /New Construction

Wilbarger Creek Regional Wastewater Treatment Facility – SR. Project Manager
City of Pflugerville
September 2024 –May 2026
San Antonio TX / $32M / Heavy Civil /New Construction

Alamo Educational Center – Owner Representative SR. Project Manager
The Alamo
January 2025 –April 2026
San Antonio TX / $19.7M / New Construction

Offsite Bus Parking – Owner Representative SR. Project Manager
The Alamo
February 2026 –May 2026
San Antonio TX / $3.8M / Civil Construction

Lower Paseo – Owner Representative SR. Project Manager
The Alamo
February 2025 –May 2026
San Antonio TX / $15.4M / New Construction

Cenotaph Restoration – Owner Representative SR. Project Manager
The Alamo
February 2025 –August 2025
San Antonio TX / $2.7M / Artifact Restoration

The Alamo Plaza 2AB – Owner Representative SR. Project Manager
The Alamo
December 2023 – January 2025
San Antonio TX / $22M / Site New Construction

The Alamo Promenade 2C - Owner Representative SR. Project Manager
The Alamo
January 2025 – September 2025
San Antonio TX / $9.3M / Site New Construction

The Alamo History Shop – Owner Representative SR. Project Manager
January 2024 – May 2024
San Antonio TX / $2.3M / Tenant Finish Out

WORK EXPEREIENCE - CONTINUED

The Alamo Collection Center – Owner Rep. SR. Project Manager
The Alamo
January 2024 – January 2025
San Antonio TX / $24.6M / New Construction

Bojangles – General Contractor SR. Project Manager
NNI Construction
January 2023 – October 2023
San Antonio TX / $5M / New Construction - Restaurant

Crunch Fitness Bandera – General Contractor SR. Project Manager
NNI Construction
January 2023 – November 2023
San Antonio TX / $8.6M / Tenant Finish Out

Great Northwest Library – General Contractor SR. Project Manager
NNI Construction
January 2023 – December 2023
San Antonio TX / $5M / Renovations

Hammer & Nails Salon – General Contractor SR. Project Manager
NNI Construction
January 2023 – August 2023
San Antonio TX / $1.4M / Tenant Finish Out

City Vista Apartments – Owner Representative SR. Project Manager
Vero Sade
October 2022 – January 2023
Houston TX / $15M / Multifamily (renovations)

Cibolo Common Apartments – Owner Representative SR. Project Manager
Vero Sade
March 2021 – March 2022
San Antonio TX / $60M / New Construction - Multifamily

Bulverde Oaks Apartments – Owner Representative SR. Project Manager
Vero Sade
February 2021 – September 2023
San Antonio TX / $76M / New Construction - Multifamily

Galveston County Road & Bridge – General Contractor SR. Project Manager
O'Haver Contractors
January 2020 – September 2021
Corpus Christi TX / $11.4M / New Construction –Civil

TXDOT McKinney AEM Facility – General Contractor SR. Project Manager
O'Haver Contractors
September 2020 – September 2021
McKinney TX / $9.5M / New Construction

WORK EXPEREIENCE - CONTINUED

TXDOT EL Paso AEM Facility – General Contractor Project Manager
O'Haver Contractors
July 2020 – June 2021
El Paso TX / $7.5M / New Construction

UT Marine Science Institute JOC – General Contractor Project Manager
Geofill Construction
May 2017 – May 2020
Port Aransas TX / $20M / New Construction/Renovations/Civil

San Antonio Housing Authority EPC 11 – General Contractor Project Manager
Geofill Construction
January 2020 – January 2021
Houston TX / $15M / Multifamily (renovations)/LEED

Horace Caldwell Observation Deck – General Contractor Project Manager
Geofill Construction
November 2021 – August 2022
Port Aransas TX / $2.7M / New Construction / Marine

UT Marine Science Institute Lund House – General Contractor Project Manager
Geofill Construction
March 2018 – March 2019
Port Aransas TX / $1.9M / New Construction / University

UT Marine Science Institute Beach Street Apartments – General Contractor Project Manager
Geofill Construction
January 2017 – January 2019
Port Aransas TX / $23.2M / New Construction / University

San Antonio Housing Authority HB Gonzales Apartments – General Contractor Project Manager
Geofill Construction
January 2018 – August 2018
San Antonio TX / $1.9M / Renovations / Multifamily

Oak Hollow Apartments Fire Bldg. 23 – General Contractor Project Manager
Geofill Construction
May 2016 – October 2017
San Antonio TX / $1.2M / Renovations / Multifamily

ASID Murchison Middle School – General Contractor Assistant Project Manager
Geofill Construction
June 2016 – September 2016
Austin TX / $3.8M / Renovations / School

Onion Creek Fire Station – General Contractor Assistant Project Manager
Geofill Construction
May 2015 – February 2016
Austin TX / $3.2M / New Construction

Issued: 03/31/2026

Policy No.: N9BP381784 **Effective Date:** 04/01/2026

SECTION II – LIABILITY COVERAGES AND LIMITS OF INSURANCE

Each paid claim for the following coverages reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II – Liability in the Businessowners Coverage form and any attached endorsements.

Coverage	Limits of Insurance
Liability and Medical Expenses - Each Occurrence	$1,000,000
General Aggregate (Other than Products and Completed Operations)	$2,000,000
Products & Completed Operations Aggregate	$2,000,000
Damage To Premises Rented To You	$50,000
Medical Expenses (Each Person)	$5,000
Liability Property Damage Deductible	None
Liability Deductible - Bodily Injury	None

CITY OF ROLLINGWOOD, TEXAS

REQUEST FOR QUALIFICATIONS

OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

JUNE 6, 2026

FITZPATRICK
OWNER'S REPRESENTATIVE

FITZPATRICK
OWNER'S REPRESENTATIVE

June 6, 2026

City of Rollingwood
Attn: City Secretary
403 Nixon Drive
Rollingwood, TX 78746

RE: RFQ RESPONSE TO OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

Dear City Secretary, Mayor, and Members of the City Council,

Fitzpatrick Design Construction Services (FDCS) is pleased to submit our qualifications to provide professional Owner's Representative and Project Management services for the City Hall Improvements project. We understand that the City of Rollingwood, in partnership with Travis County Emergency Services District No. 9 (ESD), is seeking a highly skilled, dedicated partner to act as an extension of City staff. Our mission is to ensure that the planning, design, construction, and closeout of this vital municipal and public safety facility are executed seamlessly, safely, on time, and within the strict $4 million budget.

As a firm deeply rooted in Texas, FDCS specializes in acting as a force multiplier for local government entities. Since our founding, we have built a reputation on meticulous contract administration, proactive risk mitigation, and unwavering fiscal stewardship. We bring more than 70 years of combined industry expertise to this partnership, with a proven track record of managing complex municipal infrastructure and public safety facilities. We are uniquely equipped to navigate the dual-stakeholder needs of the City and the Westlake Fire Department, ensuring the final facility achieves peak operational functionality for both administrative staff and emergency first responders.

OUR PROJECT APPROACH & METHODOLOGY

Per the RFQ requirements, FDCS will provide a single, dedicated principal point of contact who will serve as the City's primary agent. This project leader will be backed by our multi-disciplinary team, cost estimators, and scheduler specialists. Our approach to the City Hall Improvements project spans three distinct phases:

- **Pre-Construction Phase**: We will immediately establish robust communication protocols between FDCS, the City, and the ESD. We will evaluate your current needs assessment and guide the City Council through a rigorous analysis of project delivery methods—such as Design-Bid-Build versus Construction Manager at Risk (CMaR). FDCS will manage the complete procurement cycle, from drafting technically precise RFQs/RFPs for architects and contractors to leading the contract negotiation process the Guaranteed Maximum Price (GMP).
- **Construction Phase**: Our team will maintain an on-site presence, conducting frequent inspections for progress and quality assurance, generating detailed weekly site reports, and managing construction logistics. We take a commanding role in cost control, assessing and negotiating all change order requests, performing independent quality surveys, and validating monthly contractor applications for payment.

8951 COLLIN MCKINNEY PKWY
BUILDING 11 SUITE 1101
MCKINNEY, TX 75070

972.318.2677
info@fdcstx.com
FDCSTX.COM

FITZPATRICK
OWNER'S REPRESENTATIVE

- **Closeout Phase**: We do not consider a project complete until the building performs perfectly. FDCS will systematically verify all Project Record Documents, O&M manuals, and warranties. Crucially, we will coordinate and oversee comprehensive training for City and ESD staff to ensure an seamless operational transition on day one.

COMMITMENT TO TEXAS COMPLIANCE AND STEWARDSHIP

FDCS possesses comprehensive knowledge of the Texas Government Code, regional building codes, environmental quality expectations, and local drainage challenges specific to the Central Texas landscape. We recognize that public projects demand absolute transparency. Our rigorous quality control systems ensure every dollar of the authorized $2.5 million City funding and $1.5 million ESD funding is tracked with precision.

We are fully prepared to meet and exceed the City's insurance requirements, including Commercial General Liability, Professional Liability, and Workers' Compensation policies. FDCS accepts the task-order-driven nature of this Master Services Agreement and stands ready to make regular, transparent project presentations to the City Council and community stakeholders.

Thank you for the opportunity to submit our qualifications. We look forward to the possibility of partnering with the City of Rollingwood to deliver a modern, resilient facility that honors the charm, quality of life, and safety of your community.

Sincerely,

Jerry Fitzpatrick
Founder | CEO

Kerrie Crimmins
Senior Partner | COO

8951 COLLIN MCKINNEY PKWY
BUILDING 11 SUITE 1101
MCKINNEY, TX 75070

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1. EXECUTIVE SUMMARY

Fitzpatrick Design Construction Services (FDCS) has thoroughly reviewed the solicitation for Owner's Representative Services for City Hall Improvements and possesses a clear understanding of the technical, administrative, and regulatory requirements necessary to support the City of Rollingwood.

We recognize that this project is a joint municipal endeavor funded through a $2.5 million authorization from the City of Rollingwood and a $1.5 million authorization from Travis County Emergency Services District No. 9 (the "ESD"), resulting in a maximum total project cost of $4 million. Consequently, our primary objective is to serve as the City's advocate and principal point of contact, ensuring that every phase—from pre-construction planning to final closeout—is executed in strict physical and financial conformance with local guidelines, state procurement laws, and the joint operational needs of the City and the Westlake Fire Department.

OUR UNDERSTANDING OF **THE CORE REQUIREMENTS**

Based on the scope of work identified in the solicitation, FDCS understands our role to encompass the following critical pillars:

COMPREHENSIVE PROJECT STEWARDSHIP (PRE- & POST-CONSTRUCTION)

We understand that the City requires a task-order-driven, "full-lifecycle" manager to act as its agent. FDCS is prepared to provide:

- **Pre-Construction Phase**: Refining the current needs assessment, guiding the choice of project delivery method (Design-Bid-Build vs. Construction Manager at Risk), drafting RFQ/RFP documents for the procurement of the Architect and General Contractor/CMaR, and executing comprehensive constructibility and value engineering reviews.
- **Construction Phase**: Transitioning into active construction logistics, establishing clear communication protocols between the City, ESD, Architect, and Contractor, and monitoring efforts to maintain strict schedule and budget compliance.

TECHNICAL OVERSIGHT & QUALITY ASSURANCE

As the City's Representative, FDCS will provide "eyes and ears" on the ground to:

- **Coordinate Stakeholders**: Act as the central communication hub between the City as Owner, the ESD, the Architect, and the General Contractor/CMaR to eliminate silos.
- **Monitor Quality and Progress**: Personally observe major assemblies, conduct frequent site inspections, issue written deficiency lists, and coordinate with inspectors and materials-testing teams to verify general compliance with contract documents.
- **Mitigate Risk & Scope Creep**: Analyze requests for information (RFIs), track submittals, and assess and evaluate pricing on all change order requests, taking the lead in negotiating fair resolutions to protect the $4 million budget cap.
- **Professional Communication & Reporting**: We understand that total visibility is paramount for municipal trust. FDCS will provide:
- **Weekly Site Reports**: Detailed field summaries describing general events, progress photographs, and documented resolutions to unusual project events.
- **Council Facilitation**: Preparing and making regular, clear project presentations to the Rollingwood City Council and administration regarding schedule tracking and cash-flow projections.

PROPOSED WORK PLAN & PROJECT SCHEDULE

FDCS utilizes a disciplined, phased approach to project management. Our methodology is task-order driven and designed to provide the City of Rollingwood with continuous oversight, ensuring that the Project remains in conformance with Texas Government Code requirements and building codes.

PHASE 1 & 2: PRE-CONSTRUCTION PLANNING & PROCUREMENT

During this critical initiation phase, FDCS acts as the City's strategic advisor to align project goals with the budget early.

- **Needs Assessment & Project Delivery**: Reviewing and refining the current needs assessment document to ensure it satisfies both City Hall administrative demands and the Westlake Fire Department station requirements. We will assist the City in deciding on the optimal project delivery method, such as Design-Bid-Build or Construction Manager at Risk (CMaR).
- **Procurement and Selection**: Developing RFQ documents for the Architect and RFP documents for the General Contractor or CMaR. We will assist in the evaluation and selection process, create a milestone schedule for design and construction, and aid in reviewing contract negotiations and the CMaR's Guaranteed Maximum Price (GMP).
- **Design & Constructibility Review**: Reviewing design documents, drawings, and specifications for constructibility, cost-effectiveness, and design aesthetics to avoid design and budget concerns before construction begins.

PHASE 3: CONSTRUCTION PHASE MANAGEMENT

This is the most intensive phase of the work plan, where FDCS provides routine technical oversight and serves as the single principal point of contact for the City.

- **On-Site Monitoring & Quality Control**: Performing frequent site inspections to evaluate progress, conformity with Contract Documents, and the quality of major assemblies. We will coordinate, track, and document all Owner testing and review material testing reports.
- **Financial & Change Order Discipline**: Reviewing the contractor's schedule of values, performing quality surveys, and verifying monthly applications for progress payments. FDCS will review and analyze proposed change orders, taking the lead on negotiating fair pricing and managing any associated schedule impacts to prevent budget overruns.
- **Logistics & Reporting**: Managing construction logistics between all active parties and generating weekly site visit reports accompanied by photographic documentation. We will facilitate regular progress meetings and handle tracking of RFIs and Architect's Supplemental Instructions (ASIs).

PHASE 4: COMMISSIONING & PROJECT CLOSEOUT

FDCS ensures that the project successfully transitions to active operations with a clean administrative and physical record.

- **Punch-List & Deficiency Correction**: Coordinating the preparation of the project punch-list, tracking deficiencies through successful completion, and managing final owner activities like occupancy and technology integration.
- **Document Handover**: Reviewing and verifying that all Project Record Drawings, operation and maintenance (O&M) manuals, and manufacturer warranties are complete and successfully delivered to the Owner.
- **Staff Training & Transition**: Ensuring that City and ESD staff receive all necessary technical training for the operations of the updated municipal building and systems. We maintain a post-occupancy presence to track and follow up on any warranty requests.

DIGITAL MANAGEMENT TOOLS

To maintain the project schedule, cross-reference documents, and ensure total transparency, FDCS utilizes industry-leading digital collaboration tools:

- **Autodesk Construction Cloud (ACC)**: Our central document management repository for real-time tracking of submittals, RFI workflows, daily logs, and change orders.
- **Bluebeam Studio**: Utilized for collaborative, real-time drawing reviews, constructibility markups, and drawing consistency checks between our team, the City, and design professionals.

QUALITY CONTROL & FINANCIAL DISCIPLINE

Fitzpatrick Design Construction Services (FDCS) understands that the success of the City Hall Improvements project is measured not only by the quality of the physical structure but also by the absolute integrity of its financial and administrative record. With a strict $4 million maximum cost, we serve as a protective layer for the City and the ESD.

- **Deliverable-Based Progress Verification**: We do not approve pay applications based on loose contractor estimates. Progress payments are recommended for approval only after performing independent quality

surveys and verifying that record drawings are updated to reflect work completed.

- **Rigorous Change Order Validation**: Change orders pose the highest risk to public budgets. FDCS utilizes a "Test and Verify" approach:
  - **Scope Validation**: We cross-reference every proposed change order against original contract documents to determine if the item is a legitimate necessity or the result of contractor oversight.
  - **Cost Reasonableness**: Leveraging our internal cost-estimating expertise, we assess and evaluate change order pricing, lead negotiations for fair and equitable resolutions, and verify that all impacts to the milestone schedule are minimized.
- **Automated Digital Closeout & Audit Readiness**: At the conclusion of the closeout phase, FDCS leverages the automated archiving power of the Autodesk Construction Cloud (ACC) to compile your comprehensive closeout documentation.

  Rather than wasting dozens of administrative hours manually assembling a physical paper binder, **all information is instantly compiled and delivered in a completely digital, easily searchable format**. This digital package contains verified as-built documentation, complete manufacturer warranty registers, fully documented progress pay applications, materials testing reports, and a transparent history of identified and corrected deficiencies, ensuring the City of Rollingwood maintains an audit-ready digital archive.

THE FDCS "NO-SURPRISES" GUARANTEE

Our proactive leadership style means that Rollingwood City Leadership will never be caught off guard by an unexpected design conflict, budget deviation, or schedule delay. By maintaining constant communication, performing rigorous design reviews, and providing transparent reporting, we ensure that the City Hall Improvements project remains a model of municipal success and fiscal responsibility.



WHY **FITZPATRICK DESIGN CONSTRUCTION SERVICES**

Choosing an Owner's Representative and Project Management partner for critical municipal infrastructure is about more than just oversight; it is about protecting the public trust through technical expertise, fiscal discipline, and administrative rigor. FDCS offers the City of Rollingwood a unique combination of field-proven leadership and exclusive municipal specialization to ensure the absolute success of your City Hall Improvements project.

A SPECIALIZED MUNICIPAL ADVOCATE

Unlike general construction firms, FDCS works exclusively for municipal and local government entities. We deeply understand the unique dynamics of public service, from preparing transparent project presentations for the Rollingwood City Council to enforcing the strict procurement and compliance guidelines of the Texas Government Code. We serve as a seamless force multiplier for City staff, providing the specialized, on-site "eyes and ears" necessary to manage multifaceted projects without increasing the City's permanent administrative overhead.

A "FULL-LIFECYCLE" LEADERSHIP PERSPECTIVE

Our leadership team—including Jerry Fitzpatrick, Kerrie Crimmins, and Jarrod Smith—brings more than 70 years of combined industry experience to this assignment.

- **The Field**: With deep foundational roots in site observation, structural assemblies, and public safety/fire service dynamics, we understand how municipal and emergency facility infrastructure must be built and operated to achieve long-term resilience.
- **The Office**: Armed with degrees in Construction Management, we ensure that every contract, contractor application for progress payment, and proposed change order is rigorously scrutinized for cost-reasonableness, constructibility, and contract compliance.
- **The Technology**: Our command of cutting-edge digital platforms, such as Autodesk Construction Cloud and Bluebeam Studio, ensures that all of Rollingwood's project documentation remains modern, completely transparent, and fully organized from day one.

MASTERY OF MULTI-STATED FUNDING & CAPITAL STEWARDSHIP

We recognize the high financial stakes attached to public facility budgets. Our proposed work plan is built specifically around the task-order-driven parameters of your RFQ, prioritizing deliverable-based funding releases, meticulous tracking of the joint City ($2.5 million) and ESD ($1.5 million) allocations, and comprehensive record-keeping. We strictly protect the City from scope creep and financial risk, ensuring a clean, verified project closeout within the $4 million maximum budget cap.

PROACTIVE, "FINISH LINE" WORK ETHIC

At FDCS, our trademark is highly proactive leadership. We do not just sit back and report problems; we actively anticipate and solve them—mitigating design conflicts, schedule bottlenecks, or labor hurdles before they can impact your bottom line. Our commitment to the City of Rollingwood is straightforward: our team remains fully engaged and present until the project is successfully completed, accepted, and perfectly reconciled.

THE FDCS PROMISE TO CITY OF ROLLINGWOOD

We firmly believe that **TEAM** (**Together Everyone Achieves More**) is the foundation of every successful municipal project. We stand ready to deploy our specialized, in-house personnel immediately to act as an unyielding extension of your staff. FDCS is prepared to ensure that the City Hall and Westlake Fire Department joint facility improvements are delivered with the absolute transparency, structural quality, and fiscal integrity that your leadership expects and your citizens deserve.





COMPANY PROFILE

Founded in April 2018 by **Jerry Fitzpatrick**, FDCS is an Owner's Representative firm built on over 70 combined years of industry expertise. Headquartered in North Texas, we specialize **exclusively in providing construction management services to municipal governments**. Our firm was established to provide cities and counties with the high-level technical oversight necessary to navigate complex public infrastructure projects.

As our portfolio grew, so did our commitment to client coverage. In response to the increasing demand for rigorous project stewardship, **Kerrie Crimmins**—who provided integral support for several years—joined as a partner. This partnership solidified our firm's ability to provide the "eyes and ears" necessary for multifaceted projects, ensuring that Jerry and Kerrie's shared standards for quality control and client service are present on every job site.

OUR CORE PHILOSOPHY: TRANSPARENCY & RESULTS

Our business philosophy is anchored by three non-negotiable principles: **Honesty, Integrity, and an Unrelenting Work Ethic**. We translate these values into measurable project success through a three-pronged approach:

- **Radical Transparency**: We believe that public trust is earned through total visibility. True partnership requires absolute honesty during both the triumphs and the challenges of a development. For our clients, this means clear, real-time reporting on budget metrics, schedule tracking, and regulatory compliance at every milestone.
- **A "Finish Line" Work Ethic**: At FDCS, we maintain a strict "it's not over until it's over" mentality. Our team remains fully engaged and highly proactive from initial pre-funding planning and schematic design through final project acceptance, punch-list completion, and facility closeout.
- **The Municipal Advocate**: We recognize that every dollar invested in public infrastructure is a direct investment in your community's future. We act as a force multiplier for public staff, providing the deep technical expertise, contract enforcement, and risk mitigation required to fulfill your vision for planned growth and resilient infrastructure.

OUR FOUNDATION
DECADES OF PERSPECTIVE

The qualifications of FDCS are built upon a 30-year legacy of industry leadership. Throughout our careers, we have navigated nearly every imaginable construction scenario—from high-stakes commercial rollouts to complex municipal facility management. **This depth of experience allows us to manage City of Rollingrock's project with a level of foresight that only comes from decades of field-tested results**.

Our quality of service is a direct reflection of our ownership's dedication to providing exemplary results. Every member of the FDCS team is committed to upholding this standard, working daily to ensure that the City's expectations for **budget, schedule, and quality** are not just met, but exceeded.

A DIVERSE LEADERSHIP PERSPECTIVE

Our leadership team provides a "full-lifecycle" view of project management, which is critical for meeting the **City's pre-funding and post-funding requirements**.

JERRY FITZPATRICK | FOUNDER & CEO

Jerry's career is a testament to the value of hands-on technical expertise. Having begun in the field as a carpenter and advanced through roles as a GC Superintendent, Project Manager, and Estimator, he possesses an intimate knowledge of how infrastructure is built. **This "boots-on-the-ground" perspective is vital for Risk Management and Construction Phase Management**.

Jerry's transition into Architectural Construction Administration for high-end national brands, followed by leading comprehensive commercial projects for the legal and financial sectors, has honed his ability to manage the process from initial programming to final move-in. His career is defined by high-volume repeat clients—a direct result of **his commitment to transparency and rigorous Contract Administration**.

KERRIE CRIMMINS | SENIOR PARTNER & COO

Kerrie's tenure with major commercial real estate firms has equipped her with a versatile skillset across project development and strategic management. Her background in **Consultant Coordination and Facilities Management ensures she understands how a building must perform long after construction is complete**.

Furthermore, her specialized expertise in **Security Systems, Audio-Visual integration, and Communications infrastructure is a critical asset for modern public safety facilities**. Kerrie ensures that the technical demands of the project are met while **maintaining strict Budget and Financial Review and Stakeholder Communication**.



AREAS OF EXPERTISE

FDCS offers a full range of services and expertise to municipal clients, including:

- Owner's Representation
- Project Scoping / Needs Evaluation
- Site Evaluation / Selection
- Feasibility Studies / Planning
- Cost Estimating / Analysis
- Project A&E Scheduling
- Contract Preparation and Management
- Administration of RFQ/RFP
- Construction Oversight
- Cost Management / Value Engineering
- Inspection Coordination Services
- Procurement services utilizing Texas Government Code requirements
- Ten (10) Month Warranty Punch List with Client and Contractor

THE FDCS "FORCE MULTIPLIER" ADVANTAGE

By combining Jerry's field-proven construction logic with Kerrie's strategic project and systems management, FDCS provides City of Rollingwood with a comprehensive management solution. We do not just observe; we advocate. **We ensure that every project milestone is documented, every change order is scrutinized, and every dollar is protected**.



"WHAT YOU SEE **DEPENDS ON WHERE YOU SIT"**

The FDCS leadership team is unique because we have sat in almost every chair around the table: the tradesman's, the contractor's, the architect's, and the owner's.

This diverse perspective allows us to anticipate the needs of every stakeholder. When challenges arise, we don't just see a problem; we understand the specific concerns of the individual—whether they are a city official, a design consultant, or a general contractor. We consider the opportunity to manage your project a privilege, and we bring this 360-degree perspective to every commitment we make.

"Jerry is by far one of the best construction managers with whom I have ever worked. He is honest, loyal, diligent, detailed, and always has our best interest at hand. Jerry is someone I can trust to get the job done correctly and efficiently. Based on our experience together, I can confidently recommend Jerry Fitzpatrick to anyone needing a reputable construction and project management services."

--Neil Howard, Fire Chief, Rowlett Fire Department
City of Rowlett, Texas



OUR PURPOSE.

WHY WE DO THIS WORK.

Most organizations begin with a simple goal: to provide a service and sustain a business. However, at Fitzpatrick Design Construction Services (FDCS), we quickly realized that our work carries a much deeper community significance. After evaluating numerous civic and public safety facilities, it became clear that many of these essential buildings—the backbone of local governance—were subject to heavy use, deferred maintenance, and critical design oversights that directly impacted both operational efficiency and personnel safety.

A PURPOSE-DRIVEN APPROACH

A clear sense of purpose drives every engagement at FDCS. We founded this firm after observing a widening gap between the complex operational needs of city and county clients and the standard project management services available to them. Too often, the industry status quo prioritizes architectural aesthetics over functional reality, leaving public servants to operate in environments that fail to promote health, safety, or long-term operational continuity. For us, “showing up” every day means actively closing that gap and advocating for the end-user.

PROTECTING PEOPLE AND ASSETS: A RISK-BASED APPROACH

Our mission is to mitigate systemic risk for both the municipality and the individual. Through our extensive work in the public safety sector, we have identified critical vulnerabilities in legacy infrastructure that pose unacceptable liabilities to the Authority Having Jurisdiction (AHJ).

Our oversight process focuses on identifying and mitigating high-risk deficiencies that compromise the integrity of municipal operations:

- **Security Segregation & Flow**: Failure to maintain a clear physical separation between public spaces and staff-secure administrative or emergency zones creates hazardous operational intersections. We prioritize the enforcement of safe, distinct circulation paths to eliminate security vulnerabilities, maintain operational integrity, and protect municipal and emergency personnel.
- **Operational Resilience**: We ensure that building systems, structural durability, and spatial layouts are designed for heavy public use and emergency continuity, protecting the municipality’s long-term financial investment.

A SHARED DEDICATION TO THE CITY OF ROLLINGWOOD

Better working conditions lead to better recruitment, higher retention, and a more resilient community. This is why FDCS exists. We provide expert, “boots-on-the-ground” oversight for those who serve the public. This is our core purpose, and it is why we are uniquely positioned to serve as your dedicated partner for your critical facility infrastructure projects.



PROJECT TEAM & RESUMES

Fitzpatrick Design Construction Services (FDCS) has assembled a dedicated project team specifically structured to meet the rigorous demands of municipal public building construction. Our staffing model is built on a foundation of **direct principal involvement**, technical specialization, and seamless inter-departmental coordination.

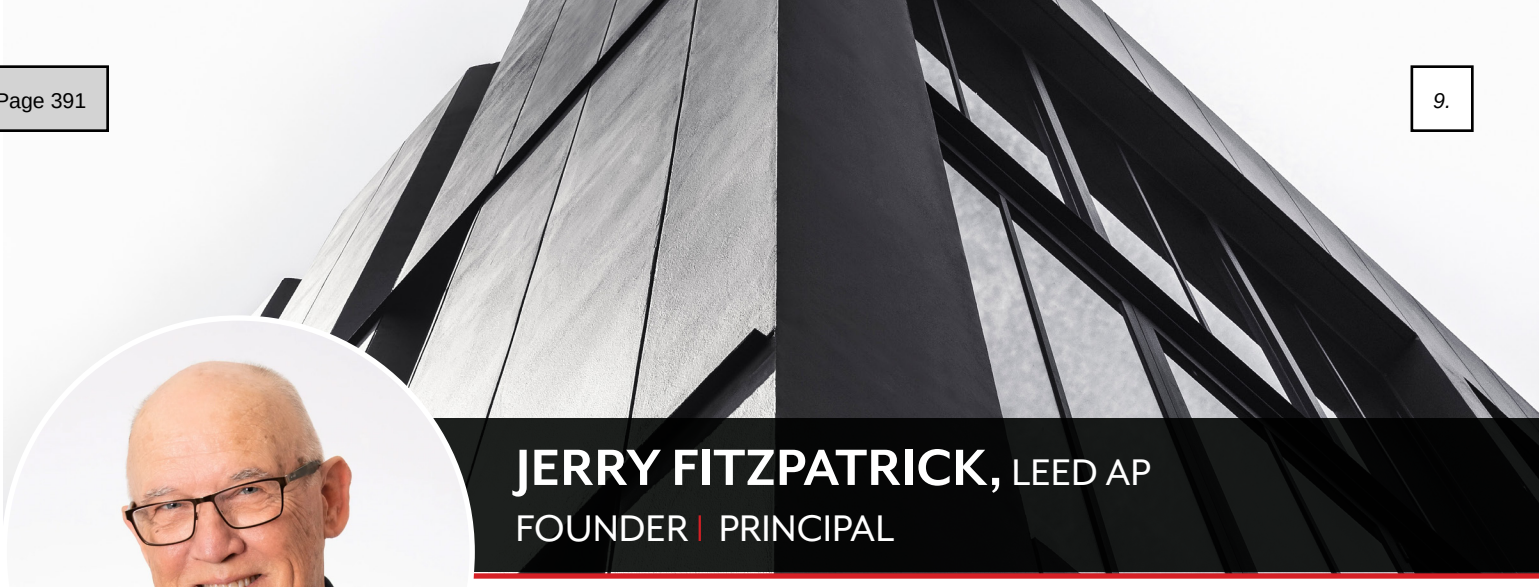
Led by Jerry Fitzpatrick as Principal-in-Charge, our team provides a single point of accountability backed by a diverse matrix of expertise. **We understand that continuity is vital to the success of long-term infrastructure projects. FDCS is committed to the stability of this project team**. We acknowledge that the personnel assigned to this solicitation are foundational to our proposed approach; as such, FDCS commits to the stability of this team and acknowledges that any staffing adjustments are subject to the City's prior written approval.

The following structure illustrates our collaborative chain of communication, designed to ensure transparency and rapid decision-making from pre-construction through final commissioning.

ORGANIZATIONAL CHART

Beyond their individual resumes, **this team operates with a shared language of public service**. Our leaders leverage their backgrounds in the fire service, construction management, and municipal facilities, we eliminate the "learning curve" typically associated with complex public buildings. **We don't just manage the project; we advocate for the end-users who will inhabit it.**





JERRY FITZPATRICK, LEED AP

FOUNDER | PRINCIPAL

As Principal of FDCS, Jerry Fitzpatrick provides executive leadership and direct oversight on all municipal engagements. Drawing on extensive experience in construction administration, architectural design, and construction management, he brings a holistic understanding of public-sector project delivery to every client.

Prior to founding FDCS, Jerry served as Construction Administration Director for prominent architectural firms, overseeing the delivery of millions of square feet in commercial and institutional space. His portfolio includes corporate headquarters, financial institutions, and complex legal facilities. Throughout his career, he has specialized in:

- **Contract Administration**: Navigating the technical and legal rigors of complex construction agreements.
- **Fiscal Management**: Maintaining absolute alignment between design intent, construction costs, and municipal budgets.
- **Stakeholder Coordination**: Ensuring seamless collaboration between Owners, Design Consultants, and General Contractors.

Jerry is particularly skilled in managing high-stakes renovations within occupied facilities, implementing sophisticated phasing and safety planning to ensure total operational continuity for municipal staff. Under Jerry's leadership, FDCS has established a consistent track record of delivering high-performance assets for municipal clients:

- **City of Rowlett**: Jerry led construction management for the Public Library interior finish-out and the conversion of the former library into the Development Services offices. Following these successes, he served as Owner's Representative for Fire Station No. 2, managing the project from initial team procurement to final completion.
    - **Financial Result**: The station was delivered within its $7.6 million budget, returning approximately $85,000 in savings to the City.
- **City of Decatur**: He is currently providing executive oversight for several mission-critical public safety projects, including Fire Station No. 2 scheduled for completion in Q4 2026.

Through disciplined management, transparent communication, and unwavering fiscal accountability, Jerry ensures that every project aligns with municipal standards and community expectations. He doesn't just manage the project from a distance; he provides the direct, principal-level engagement necessary to protect the City's investment and professional reputation.

EXPERIENCE

32 years | 7 years with firm

EDUCATION

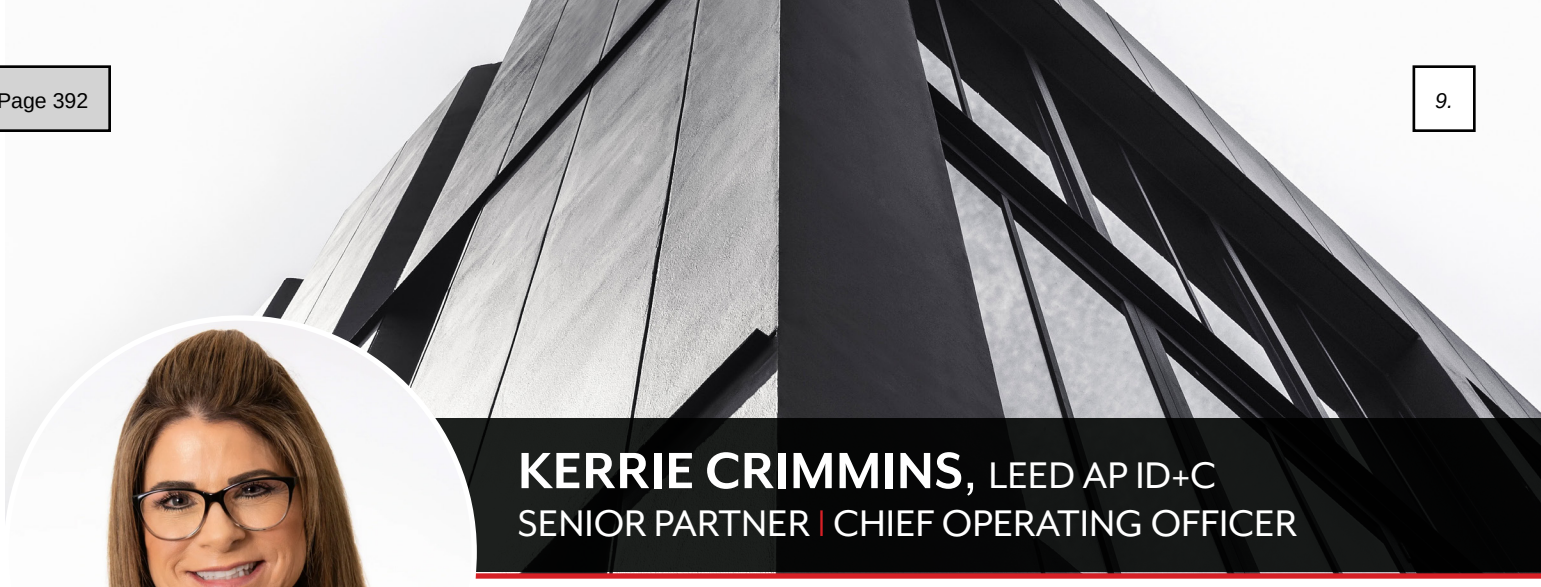
TAS/Texas Accessibility Standards and Architectural Barriers Courses

Collin College

Tarrant College

LICENSES/CERTIFICATIONS

LEED AP - Leadership in Energy and Environmental Design



KERRIE CRIMMINS, LEED AP ID+C

SENIOR PARTNER | CHIEF OPERATING OFFICER

EXPERIENCE

30 years | 4 years with firm

EDUCATION

Texas Woman's University

LICENSES & CERTIFICATIONS

Texas Real Estate License

LEED AP ID+C - Leadership in Energy and Environmental Design for Interior Design + Construction

For more than two decades, Kerrie Crimmins has operated on a foundational principle: project success is measured by how well a client is heard, supported, and protected. As a Partner and Senior Project Executive at FDCS, Kerrie translates this philosophy into a rigorous standard of Owner's Representation, guiding North Texas municipal leaders through the high-stakes complexities of civic construction.

Specializing in the delivery of fire stations, police facilities, and libraries, Kerrie acts as a relentless advocate for city interests. Her oversight ensures that taxpayer dollars are maximized and that municipal staff can proceed with total confidence in their project's trajectory. Her career is distinguished by a "client-first" perspective, cultivated through leadership roles at global real estate firms where she managed multimillion-dollar portfolios and diverse account teams. She brings key expertise to the following to the our team:

- **Municipal Advocacy**: Expertly navigating the planning, design, and close-out of essential civic buildings.
- **Fiscal Stewardship**: Ensuring taxpayer-funded projects are delivered on time, on budget, and with maximum efficiency.
- **Technical Integration**: Drawing on a deep background in security systems and facilities management to deliver high-performance environments.

Whether navigating intricate security system integrations or comprehensive facilities management, Kerrie has earned a reputation for transparency, responsiveness, and a rare ability to balance macro-level strategy with microscopic execution. To Kerrie, a project is more than a structure; it is an opportunity to enhance the daily operations and safety of the firefighters, officers, and citizens who rely on it.



JARROD SMITH

JUNIOR PARTNER | PROJECT MANAGER

Jarrod Smith joined FDCS in 2023 and has rapidly become a cornerstone of the firm's leadership team. Bringing a rare combination of field construction experience and a background in the fire service, Jarrod offers a practical, operations-driven perspective to every public sector project.

Over the past three years, Jarrod has successfully managed the delivery of multiple ground-up municipal facilities, ranging from administrative offices to high-security public service environments. He excels at aligning design intent with end-user functionality, ensuring that facilities are not only built to specification but are also adaptable and secure for long-term use. By replicating successful project models while solving site-specific challenges, he consistently reduces risk and improves delivery timelines.

Jarrod remains deeply engaged throughout the project lifecycle—from initial constructibility reviews and site oversight to stakeholder coordination and final closeout. His disciplined documentation and direct communication style keep owners, design teams, and regulators in lockstep regarding scope, budget, and quality.

A graduate of the Collin College Fire Academy with a degree in Construction Management, Jarrod understands the nuances of public procurement and the transparency required for taxpayer-funded projects. His ability to navigate the needs of city staff, public safety departments, and elected officials makes him an invaluable asset to the communities FDCS serves.

EXPERIENCE

10 years | 3 years with firm

EDUCATION

Collin College
Basic Fire/EMT Certifications
Construction Management



PROJECT MANAGER'S EXPERIENCE

Jarrod Smith serves as the Project Manager for FDCS, offering a unique blend of technical construction expertise and operational public safety experience. His background ensures that the City's project is managed with an "operator's eye," prioritizing both structural integrity and end-user functionality.

A. SIMILAR SCOPE AND COMPLEXITY (WITHIN LAST 3 YEARS)

Within the last three years, Jarrod has successfully managed the delivery of multiple ground-up municipal and public safety facilities. Most notably, he led the construction of the Rowlett Development Services facility and is currently managing several multi-bay Fire Station projects of similar scale and complexity to the City's proposed solution. His management covers the full project lifecycle, including:

- Coordination of multi-disciplinary design teams.
- Oversight of complex building envelopes and specialized MEP systems.
- Managing rigorous construction schedules to ensure on-time delivery.

B. IMPLEMENTATION OF SIMILAR ARCHITECTURE

Jarrod has extensive experience implementing the specific architectural requirements inherent in modern public safety facilities. He has managed projects utilizing the same four-bay, drive-thru apparatus architecture and ICC 500-compliant hardened structures required for this engagement. His expertise includes:

- Operational Flow: Aligning drive-thru bay functionality with rapid-response requirements.
- Specialized Systems: Implementing vehicle exhaust systems, alerting infrastructure, and secure technology hubs.
- Health & Safety: Executing "clean-to-gross" decontamination layouts and specialized laundry/shower facilities.

C. GOVERNMENTAL AGENCY EXPERIENCE

Jarrod brings significantly more than the required one year of experience working directly with governmental agencies. His career is defined by successful collaborations with:

- **Municipal Staff & Leadership**: Navigating the needs of City Managers, Department Heads, and City Councils.
- **Public Safety Departments**: Working alongside Fire and Police personnel to ensure facilities meet daily operational needs.
- **Regulatory Bodies**: Coordinating with local building officials and state inspectors to ensure 100% compliance with public procurement and building standards.



APPROACH TO SCOPE OF SERVICES

OUR **PHILOSOPHY**

At FDCS, we believe every project is unique, and every client deserves our highest level of dedication. We take immense pride in doing whatever it takes to safeguard both the project and the partnership.

Our primary objective is to act as the **unifying force** between the owner's specialists and the general contracting team. We ensure that every stakeholder collaborates with a single, shared focus: the owner's best interests. By synthesizing our team's deep industry knowledge with the client's specific vision, we ensure that every decision made is informed, strategic, and protective of the project's long-term goals.

CULTURE AND PROJECT MANAGEMENT APPROACH

The FDCS culture is rooted in **stewardship**. We do not operate as an external consultant; we operate as a **seamless extension of City staff**, providing the oversight and verification necessary to protect public investments. Our approach is built on two pillars:

- **Comprehensive Guidance:** We possess the collective knowledge, field experience, and organizational capacity to guide municipal projects through every critical milestone—from initial schematic design to final close-out and occupancy.
- **Transparent Communication:** We believe that successful projects are built on a foundation of open, honest dialogue. FDCS maintains a transparent communication loop with every client, allowing us to deeply understand their objectives while offering the expert perspective needed to navigate complex hurdles.

THE TRUSTED AGENT ADVANTAGE

By acting as a trusted agent, we provide the clarity and leadership required to turn complex plans into community assets. We understand that in municipal construction, there is no room for ambiguity. Our management style ensures that City of Rollingwood leadership remains fully informed and firmly in control, backed by the data and field-verified intelligence provided by the FDCS team.

"We engaged Ms. Crimmins [FDCS] at the outset of the design and renovation project for our Fire Station #2, and her contributions have been nothing short of exceptional...pivotal role in the bid process, from identifying and selecting the architect to securing a reliable construction company. She ensured that all meeting notes were meticulously maintained and managed the bid process with a high degree of professionalism. Additionally, she kept a detailed ledger of construction costs, which provided invaluable transparency throughout the project.

Throughout the construction phase, Ms. Crimmins demonstrated exceptional collaboration skills, particularly in coordinating finishes and ensuring that all aspects of the project aligned with our vision. Her attention to detail and dedication to the project were instrumental in its success."

--John Denison, Battalion Chief, Cedar Hill Fire Department
City of Cedar Hill, Texas

COMMUNICATION & PROJECT GOVERNANCE STRATEGY

At FDCS, we believe that project success is a direct result of clear, consistent, and proactive communication. Our governance strategy is designed to eliminate information silos and ensure every stakeholder—from the City Steering Committee to the field inspectors—remains fully informed and aligned with the project's mission.

STAKEHOLDER ENGAGEMENT & RELATIONSHIP BUILDING

Trust is the foundation of every successful municipal project. We don't just manage contracts; we manage relationships.

- **Initial Stakeholder Alignment**: Our first step is a formal introduction of the FDCS team to all project participants. This initiation process establishes professional rapport early, fostering an environment of open dialogue rather than adversarial oversight.
- **Methodological Alignment**: We begin by actively learning the workflows, internal systems, and communication preferences of the City's team. By understanding these unique perspectives, we tailor our oversight to support your specific operational needs without disrupting existing staff efficiencies.



CENTRALIZED COMMUNICATION FRAMEWORK

FDCS functions as the primary liaison between City of Rollingwood, the CMaR, and the Architect. We act as a "filter and funnel" to streamline the flow of critical information.

- **Immediate Communication**: We maintain open, "always-on" channels for all project participants. Critical updates, safety issues, or budget alerts are shared immediately, ensuring the City is never surprised by a scheduled meeting agenda.
- **Integrated Correspondence**: We establish a comprehensive project communication protocol for all major correspondence. This ensures every team member has real-time access to the same project data at any given time.
- **Unified Document Control**: We utilize Autodesk Construction Cloud (ACC) as our centralized "Single Source of Truth." This cloud-based hub provides the City with 24/7 visibility into project status, RFI logs, submittals, and schedules. We provide access to all project stakeholders unless otherwise directed by the City.

OAC MEETING GOVERNANCE

We facilitate consistent, data-driven collaboration through our Owner/Architect/Contractor (OAC) meetings.

- **Inclusive Oversight**: We extend invitations to all relevant local building officials and inspectors for every OAC meeting. Encouraging their participation from the start ensures code compliance and early alignment, preventing costly "re-work" during the final inspection phase.
- **Transparency through Reporting**: Our team provides the City with daily updates through our project controls system. We transform project management from a "black box" into a transparent process, where every site observation, weather delay, or milestone achieved is documented and defensible.

DISCIPLINED CHANGE MANAGEMENT & RECORD CONTROL

At FDCS, we view disciplined record-keeping and structured change management as the primary safeguards for our clients' budgets and timelines. We implement rigorous documentation protocols that ensure 100% transparency and accountability from pre-construction through project closeout.

1. THE PCO VETTING PROCESS: In high-stakes municipal construction, no adjustment should ever be made in a vacuum. Every potential deviation is initiated through a formal Proposed Change Order (PCO) process, which serves as a comprehensive vetting tool. Each PCO must include:
   - **Justification**: A clear, written rationale for why the change is necessary (e.g., unforeseen site conditions, life-safety code adjustments, or owner-requested enhancements).
   - **Fiscal Analysis**: A granular cost breakdown supported by primary subcontractor and vendor documentation. We do not accept "lump sum" estimates; we require line-item transparency.
   - **Scope & Schedule Impact**: A precise evaluation of how the change affects the project's critical path and total boundary.

   Every PCO is logged, numbered, and tracked within our project controls system, ensuring that every decision is evaluated and documented before any authorization is granted.

2. OWNER-DRIVEN AUTHORIZATION: We maintain a **strict "No-Surprises" policy**. No change is incorporated into the physical work without the City's explicit written approval.

   Only after formal authorization is an official Change Order (CO) issued. We then track all approved COs against the overall project contingency and total budget to provide the City with accurate, real-time financial forecasting. This ensures that leadership always knows exactly where the "bottom line" stands.

3. STRATEGIC BENEFITS TO CITY OF ROLLINGWOOD: Through this disciplined process, FDCS provides:
   - **Complete Visibility**: Full insight into the "why" and "how" of every cost adjustment.
   - **Budget Security**: Hard-line protection against unauthorized "scope creep" and contractor-driven cost overruns.
   - **Reliable Forecasting**: Accurate, audit-ready reporting that aligns with Texas Local Government Code and federal financial standards.

THE FDCS "PAPER TRAIL" GUARANTEE

At project completion, this disciplined approach results in a perfectly reconciled financial history. City of Rollingwood will receive a comprehensive digital archive where every dollar spent is tied to a verified deliverable and a formal authorization—providing total peace of mind for future audits or public records requests.





EXPERIENCE, QUALIFICATIONS & REFERENCES

MESQUITE FIRE STATION #8
MESQUITE, TEXAS

DESCRIPTION
A modern public safety facility is more than a building; it is a 24/7/365 engine of community resilience. For this 18,000-square-foot integrated hub, the challenge was to engineer a space that balances the high-security protocols of a Police Substation with the rapid-response demands of a Fire Station. FDCS was engaged to ensure that architectural trends never compromised the safety of the 14 first responders living and working within its walls.

TECHNICAL OVERSIGHT & RISK MITIGATION
- **Atmospheric Integrity**: Directed the integration of advanced vehicle exhaust systems and specialized air filtration. By isolating hazardous contaminants and carcinogens, we ensured the living quarters remained biologically secure.
- **Structural Hardening**: Managed the construction of a high-resiliency ICC 500-compliant shelter. This ensures that even during extreme weather events, the City's command and control functions remain uninterrupted.
- **Functional Circulation**: Verified that the layout promoted operational continuity, from the commercial-grade kitchen to the four drive-thru apparatus bays, minimizing response times and maximizing personnel wellness.

FISCAL STEWARDSHIP & "AUDIT-READY" MANAGEMENT
- **Deliverable-Based Accountability**: We scrutinized every pay application and proposed change order (PCO) to ensure the City only paid for verified, high-quality milestones.
- **Force Multiplier Coordination**: Acted as the central technical hub between City/County leadership, Engineers, and Contractors, ensuring that the project remained on schedule and within the established budget.
- **Master Documentation**: Maintained a meticulous "paper trail" of submittals, RFIs, and inspections, providing the City with a transparent and legally defensible project record.

COMPLETED
Q2 2026

COST
$15,800,000

KEY PERSONNEL
Jerry Fitzpatrick, Project Executive
Kerrie Crimmins, Senior Project Manager
Jarrod Smith, Project Engineer

OWNER
City of Mesquite
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GENERAL CONTRACTOR/CMAR
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MESQUITE PUBLIC SAFETY TRAINING CENTER

MESQUITE, TEXAS

DESCRIPTION

The Mesquite Public Safety Training Center, Phase I is a strategic investment in the technical proficiency and health of first responders. FDCS was engaged to oversee the construction of this dual-environment campus, ensuring that the transition between high-intensity field training and classroom instruction is both operationally seamless and biologically secure.

TECHNICAL OVERSIGHT & RISK MITIGATION

- **Advanced Decontamination Protocols**: Directed the integration of exterior-access restrooms and showers. By ensuring personnel can decontaminate before entering the administrative core, we prioritized the isolation of carcinogens and particulates to maintain a clean, safe indoor environment.
- **Specialized Vertical Training**: Oversaw the construction of the four-story CMU burn tower with rooftop access. We verified that this high-liability structure was engineered for repetitive thermal stress and diverse rescue scenarios, providing a durable platform for real-world fire tactics.
- **Collaborative Learning Infrastructure**: Managed the delivery of the indoor classroom building, designed to host 51 students alongside workstations for Fire Training Administration. We ensured the facility supports both administrative continuity and high-capacity education..

FISCAL STEWARDSHIP & "OWNER'S ADVOCATE" IMPACT

- **Strategic Future-Proofing**: Directed the planning and installation of underground conduits and utility infrastructure for future phases. This "day-one" foresight prevents costly retrofits and ensures the campus can scale with the community's growth.
- **Force Multiplier Coordination**: Acted as the central technical hub between Mesquite leadership and the construction team to manage the unique demands of both CMU tower construction and modern office/classroom integration.
- **Fiscal Stewardship**: Scrutinized every pay application and Proposed Change Order (PCO), ensuring that Phase I deliverables were met within the established budget while maintaining the high quality required for public safety training.

COMPLETED

Q4 2026

COST

$4,100,000

KEY PERSONNEL

Jerry Fitzpatrick, Project Executive
Kerrie Crimmins, Senior Project Manager
Jarrod Smith, Project Engineer

OWNER

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SAPPHIRE BAY PUBLIC SAFETY FACILITY
ROWLETT, TEXAS

DESCRIPTION
The Sapphire Bay Public Safety Facility is a 24/7/365 engine of community resilience. FDCS was engaged as the Owner's Representative to bridge the gap between architectural vision and the high-security, rapid-response demands of a dual-agency hub. Our goal was to ensure that design never compromised the safety or functionality of the first responders inhabiting the space.

TECHNICAL OVERSIGHT & RISK MITIGATION

In the public safety sector, a building must do more than house staff; it must protect them. Our oversight focused on the critical "bones" of the Sapphire Bay facility:

- **Atmospheric Security**: Directed the integration of specialized exhaust systems and advanced filtration within the apparatus bays. By isolating carcinogens and hazardous contaminants at the source, we ensured the residential wing remained a biologically secure environment for the 14 live-in personnel.
- **Structural Resilience**: Oversaw the construction of ICC 500-compliant hardened rooms. These "sanctuaries of safety" ensure that even during extreme weather events, both Fire and Police command-and-control functions remain uninterrupted.
- **Personnel Wellness**: Verified that the residential infrastructure—including full-service kitchen, sleeping quarters, and locker facilities—was engineered for the modern, diverse workforce, prioritizing health and operational readiness.

FISCAL STEWARDSHIP & "OWNER'S ADVOCATE" MANAGEMENT

- **Force Multiplier Coordination**: Acted as the central technical hub between municipal leadership, Engineers, and Contractors to eliminate silos and prevent scope creep.
- **Fiscal Rigor**: Scrutinized every pay application and Proposed Change Order (PCO), ensuring the client paid only for verified, high-quality milestones.
- **Defensible Documentation**: Maintained a meticulous "paper trail" of submittals, RFIs, and site inspections, providing the city with a transparent project record from planning to final closeout.

COMPLETED
Q2 2026

COST
$10,900,000

KEY PERSONNEL
Jerry Fitzpatrick, Project Executive
Kerrie Crimmins, Senior Project Manager
Jarrod Smith, Project Engineer

OWNER
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DECATUR FIRE STATION #2

DECATUR, TEXAS

DESCRIPTION

The Decatur Fire Station #2 is a 26,000-square-foot investment in modern, resilient public safety for a rapidly growing community. FDCS was engaged to ensure this expansive facility—designed to consolidate essential fire functions under one roof—achieves maximum operational efficiency and a stronger community presence.

TECHNICAL OVERSIGHT & RISK MITIGATION

- **Operational Readiness**: Directed the integration of three drive-thru equipment bays featuring advanced exhaust and service systems. We ensured these frontline zones are engineered for rapid response and 24/7 reliability.
- **Structural Hardening**: Oversaw the inclusion of a hardened storm shelter built to ICC 500 standards. This critical feature provides a sanctuary of safety for the twelve live-in personnel during severe weather events.
- **Personnel-Centric Design**: Verified the functionality of the residential wing, including a full-service kitchen, sleeping accommodations, and modern locker facilities. We prioritize an environment that supports the health and readiness of the staff who inhabit it.

THE FDCS "OWNER'S ADVOCATE" IMPACT

- **Pre-Construction Strategy**: Managed schematic design and constant pricing reviews to ensure the project remained within the established budget during the GMP (Guaranteed Maximum Price) testing phase.
- **Force Multiplier Coordination**: Acted as the central technical link between Decatur leadership, the design team, and the Construction Manager to eliminate communication gaps and maintain schedule alignment.
- **Quality & Compliance**: Conducted regular site oversight and document reviews to ensure that materials and methods align with high-resiliency public safety standards.

COMPLETED

Q4 2026

COST

$18,000,000

KEY PERSONNEL

Jerry Fitzpatrick, Project Executive
Kerrie Crimmins, Senior Project Manager
Jarrod Smith, Project Engineer

OWNER

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ROWLETT FIRE STATION #2

ROWLETT, TEXAS

DESCRIPTION

Rowlett Fire Station #2 is a state-of-the-art municipal anchor designed with a forward-looking vision for community safety. FDCS was engaged to oversee the construction of this complex, multi-functional campus, ensuring that the high-performance demands of a modern Emergency Operations Center (EOC) and a specialized training ground were met with technical precision.

TECHNICAL OVERSIGHT & RISK MITIGATION

- **Hardened Command & Control**: Directed the construction of the 4,500 SF ICC 500-compliant EOC. This hardened shelter provides a sanctuary of safety for personnel and ensures uninterrupted command-and-control functions during regional disasters.
- **Rapid Response Engineering**: Oversaw the installation of four expansive drive-thru apparatus bays featuring high-performance bi-folding doors and advanced vehicle exhaust ventilation. We ensured these systems provide the speed and atmospheric safety essential for 24/7 readiness.
- **Specialized Training Integration**: Coordinated the specialized construction of a trench rescue prop and burn tower. Our oversight ensured these high-liability training assets were executed to meet rigorous safety and durability standards.

THE FDCS "OWNER'S ADVOCATE" IMPACT

- **Infrastructure Coordination**: Acted as the central hub for the integration of diverse campus elements, including the 235-foot communications radio tower and auxiliary apparatus buildings.
- **Fiscal Stewardship**: Scrutinized every pay application and proposed change order (PCO) to ensure the City received maximum value for its investment in long-term community resilience.
- **Master Documentation**: Maintained a meticulous "paper trail" for the entire campus project, ensuring that every specialized component—from the hardened shelter to the training props—was documented for a transparent and defensible project record.

COMPLETED

Q2 2021

COST

$12,500,000

KEY PERSONNEL

Jerry Fitzpatrick, Project Executive
Kerrie Crimmins, Senior Project Manager
Jarrod Smith, Project Engineer

OWNER

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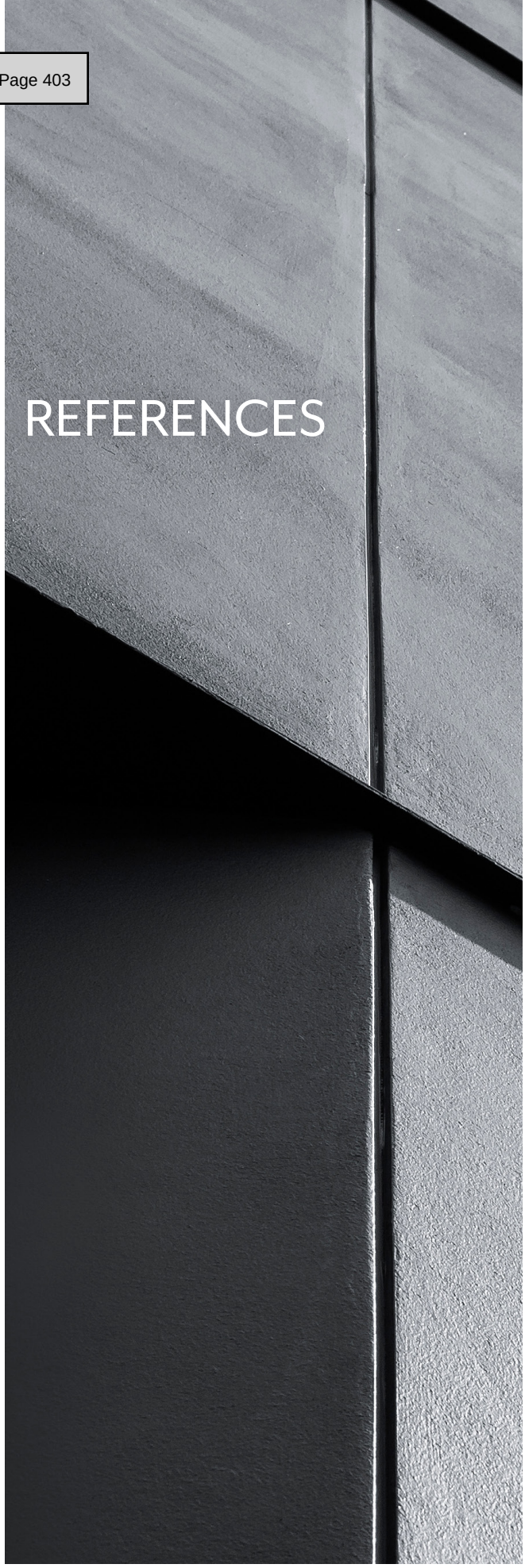

REFERENCES

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6. CONTRACT COMPLIANCE & RESOLUTION TRACKING

OUR APPROACH TO QUALITY CONTROL

At FDCS, our comprehensive approach to construction management ensures that the **project schedule remains a reliable indicator of progress rather than a static document**. By maintaining rigorous oversight of the CMaR's schedule, we provide City of Rollingwood with the foresight necessary to mitigate delays before they occur.

INTEGRATED SCHEDULE OVERSIGHT FRAMEWORK

Our methodology relies on continuous monitoring and proactive analysis to protect the Town's timeline. Each month, our team performs the following actions:

By maintaining this structured review process, FDCS ensures that **City of Rollingwood leadership maintains full visibility into project progress and potential risks.** We transform the schedule into a transparent tool for informed decision-making, ensuring your community assets are delivered on time and ready for service.

1. PROACTIVE TIMELINE PROTECTION

Our methodology relies on continuous monitoring and proactive analysis to protect the City's milestone dates. Each month, our team executes a multi-point validation of the construction schedule:

- **Schedule Validation**: We conduct a thorough audit of the detailed schedules submitted by the CMaR to ensure they accurately reflect field reality and procurement status.
- **Logic & Float Analysis**: We analyze the schedule's internal logic and the consumption of "float." We ensure that activity sequencing is realistic and that the contractor is not artificially inflating timelines or hiding potential bottlenecks.
- **Critical Path Management**: we actively verify and validate all Critical Path activities—those essential tasks that, if delayed, move the final completion date. We keep these high-priority items under constant scrutiny.

2. EARLY DETECTION & RAPID RESPONSE

The best way to manage a delay is to prevent it. FDCS monitors for "early warning indicators" that often precede a formal schedule slide:

- **Procurement Bottlenecks**: Tracking long-lead items (e.g., electrical switchgear, specialized HVAC) to ensure they are ordered and tracked long before they are needed on-site.
- **Submittal Stagnation**: Ensuring the Architect and Consultants are reviewing technical data within contractual timeframes to prevent "paperwork delays."
- **Inspection Constraints**: Coordinating with local officials and third-party inspectors early to ensure the site is ready and the inspectors are scheduled.

3. ACTIONABLE CORRECTIVE STRATEGIES

If a delay begins to emerge, we don't just report it—we solve it. FDCS provides the City with specific, actionable recommendations to regain lost time, such as:

- **Resource Adjustments**: Evaluating if the contractor needs to increase manpower or shift trades.
- **Work Resequencing**: Identifying "out-of-sequence" work that can be performed safely to maintain momentum.
- **Recovery Plan Implementation**: Formalizing a "catch-up" schedule that holds the CMaR accountable to the original completion date.

BUDGET ALIGNMENT & COST CONTROL

FDCS implements disciplined cost monitoring to maintain perfect alignment between the approved project budget, CMaR cost proposals, and architectural design intent. We ensure that public funds are utilized with precision through:

- **Cost Reconciliation**: We verify and reconcile estimates at every design milestone (Schematic, Design Development, and Construction Documents).
- **GMP & Change Management**: We validate all Guaranteed Maximum Price (GMP) developments and change order pricing to ensure market reasonableness.
- **Performance Analysis**: We conduct ongoing comparisons of actual costs against forecasted expenditures to prevent "budget drift."
- **Contingency Oversight**: We proactively monitor contingency usage and remaining balances to ensure adequate reserves for the project's duration.

Through constant collaboration with the CMaR and Architect, we identify cost pressures early—mitigating risks such as market volatility or scope gaps before they escalate into overruns.

FINANCIAL COMPLIANCE & DOCUMENT CONTROL

We ensure strict adherence to the City's financial policies. Every instrument that commits public funds—including Change Orders, GMP Amendments, and Allowance Expenditures—is reviewed for scope accuracy, pricing justification, and funding availability before County authorization.

Our formal tracking logs provide full traceability for:

- Change Orders and potential changes.
- Contingency drawdowns and Allowance expenditures.
- Pay Applications and budget revisions.

This system ensures that no financial commitments proceed without complete documentation and authorization, supporting audit readiness and institutional continuity for City of Rollingwood.

FIELD OVERSIGHT & ISSUE RESOLUTION

Our site monitoring emphasizes the timely identification and resolution of field issues to prevent schedule drift. Our field resolution protocol includes:

- **Documentation**: We record field conditions via detailed reports and photographic evidence, cross-referenced with contract documents.
- **Centralized Tracking**: Issues are logged with clear responsibilities, dates, and required actions.
- **Contractual Alignment**: We coordinate with the CMaR and Architect to determine accountability and the optimal resolution path.
- **Resolution Monitoring**: We verify corrective actions and maintain a comprehensive record for project files.

In the event of disputes, FDCS provides City of Rollingwood leadership with written escalation recommendations, outlining the facts, risk exposure, and a clear strategy for resolution.



STRUCTURED COMMUNICATION & REPORTING GOVERNANCE

MEETING MANAGEMENT & LEADERSHIP

FDCS facilitates effective collaboration through the entire project lifecycle, serving as a neutral, solutions-oriented leader. We ensure that every meeting is an engine of progress, not just a line item on the calendar.

- **OAC Leadership**: We facilitate and document regular Owner/Architect/Contractor (OAC) meetings. We maintain formal agendas and produce detailed minutes to ensure all parties are aligned on the current week's priorities.
- **Accountability Tracking**: We maintain a "Live Action Log" to track every decision, responsibility, and open issue to closure. This rigorous follow-through ensures no technical detail or contractual requirement is overlooked.
- **Milestone Participation**: Our team provides direct, expert support for GMP presentations, Change Order reviews, and County Steering Committee briefings, acting as your technical voice in high-stakes discussions.
- **Neutral Facilitation**: We maintain open communication channels, ensuring project decisions remain aligned with the Town's priorities.

REPORTING: CLARITY FOR LEADERSHIP

We believe City of Rollingwood leadership should be informed, not overwhelmed. Our reporting structure is designed to provide "at-a-glance" health checks backed by deep-dive data:

- **Technical Cost & Schedule Report**: A detailed, data-driven analysis for project staff, including critical path status, budget forecasts, contingency drawdowns, and risk register updates.
- **Executive Summary**: A concise, high-level briefing for the Steering Committee and Commissioners Court. This summary highlights overall project health, major accomplishments, and critical actions requiring County direction.

DOCUMENT ACCESSIBILITY

Transparency is only as good as your ability to retrieve data. FDCS maintains a centralized, "audit-ready" project archive—both digital and hardcopy—where every report, contract, and meeting minute is systematically indexed.

- **The 24-Hour Guarantee**: Our document management system ensures that any requested record, RFI, or financial justification can be retrieved within 24 hours.
- **Institutional Continuity**: This archive serves as a permanent record for the City, ensuring total transparency and legal defensibility long after the project has reached final completion.

Our methodology integrates **disciplined schedule control, rigorous financial compliance, and proactive communication** into a single, unified oversight model. By acting as a technical "force multiplier" for County staff, FDCS safeguards City of Rollingwood's interests through every phase of development—from the first schematic drawing to the final certificate of occupancy.

We do not simply manage projects; we master the complex variables of municipal construction to ensure your vision is delivered **on time, within budget, and to the highest standards of operational quality**. With FDCS as your Owner's Representative, City of Rollingwood gains the transparency and leadership required to turn a complex plan into a resilient community asset.





BUDGET & EXPENSE MANAGEMENT

ACCURACY & TRANSPARENCY REPORTING

To maintain a current and accurate project budget, FDCS employs a rigorous, multi-layered approach to fiscal oversight. Our process is designed to **ensure full transparency and provide City of Rollingwood with precise, real-time financial data throughout the project lifecycle.**

BUDGET ALIGNMENT & COST CONTROL

FDCS employs a multi-layered vetting process to ensure every tax dollar is utilized with precision. We maintain perfect alignment between the approved budget, CMAR proposals, and architectural intent through:

- **Milestone Reconciliation**: Review and reconcile cost estimates at each design phase (SD, DD, CD) to eliminate “scope creep” before construction begins.
- **GMP Validation**: Rigorous auditing of all Guaranteed Maximum Price (GMP) developments and change order pricing against market benchmarks.
- **Performance Analysis**: Ongoing “Actual vs. Forecasted” expenditure tracking to identify and mitigate fiscal trends early.
- **Contingency Management**: Proactive monitoring of owner and construction contingencies to ensure a healthy “safety net” through project closeout.

DISCIPLINED CHANGE MANAGEMENT

Every adjustment to the project’s financial baseline is initiated through a formal Potential Change Order (PCO) process. We provide the Town with:

- **Vetted Justification**: A clear rationale, granular cost breakdown, and schedule impact analysis for every PCO.
- **Owner-Driven Authorization**: No change is incorporated into the work without explicit written approval from the Town.
- **Full Traceability**: A real-time tracking log of all Change Orders, contingency drawdowns, and allowance expenditures, ensuring 100% transparency for future audits.

SCHEDULE OVERSIGHT & RISK MITIGATION

We transform the project schedule from a static document into a predictive engine for community resilience:

- **Logic & Float Analysis**: Monthly audits of the CMaR’s schedule to ensure realistic sequencing and critical path accuracy.
- **Early Detection**: Monitoring for “warning indicators” such as procurement bottlenecks or submittal stagnation to prevent delays before they occur.
- **Actionable Recovery**: Providing specific recommendations—resource shifts or work resequencing—to regain lost time if project momentum shifts.

GOVERNANCE & REPORTING: CLARITY FOR LEADERSHIP

We believe Town leadership should be informed, not overwhelmed. We provide a dual-level reporting structure:

- **Technical Cost & Schedule Report**: A data-driven analysis for project staff, including budget forecasts and risk register updates.
- **Executive Summary**: A concise, “at-a-glance” briefing for the Steering Committee highlighting overall project health and critical actions required.
- **24-Hour Retrieval**: A centralized, indexed digital archive ensuring every report, contract, and minute is retrievable within 24 hours for total legal defensibility.



CLOSING **COMMENTS**

We are truly grateful for the opportunity to introduce Fitzpatrick Design Construction Services (FDCS) and to be considered for this vital role. We recognize the profound weight of responsibility you carry as a steward of public funds and community trust. The decision of who to entrust with the oversight of this project is significant, and we respect the diligence required to ensure the right partnership is formed.

Having served as Owner's Representatives and Construction Manager for decades, we understand the pressures unique to your position. We know what it means to sit in your chair, to weigh the complexities of municipal governance, and to seek the assurance that your team is making the best possible decision for the long-term success of the community.

Our commitment to you is absolute: uncompromising, personalized stewardship. We reject the "one-size-fits-all" model in favor of a tailored approach that prioritizes your specific goals, your operational constraints, and your community's vision.

OUR PLEDGE TO YOU IS THREEFOLD:

- **WE LISTEN**: We take the time to understand your priorities before we act.
- **WE PROTECT:** We safeguard your budget, your timeline, and your professional reputation.
- **WE DELIVER**: From initial planning through final occupancy, we ensure the project fulfills its promise in every detail.

At FDCS, our role extends far beyond project management. We are here to serve as your force multiplier—supporting your team, protecting your interests, and ensuring that when the project is complete, you are confident in the process and proud of the result.

Thank you for your dedication to City of Rollingwood, and for allowing us to be part of this process. We look forward to the possibility of partnering with you to bring this vision to life.

Sincerely,

Jerry Fitzpatrick
Founder | CEO

FITZPATRICK

OWNER'S REPRESENTATIVE

JERRY FITZPATRICK

Founder | CEO

M | 972.318.2157

jerry@fdcstx.com

KERRIE CRIMMINS

Senior Partner | COO

M | 214.923.1019

kerrie@fdcstx.com

FDCSTX.COM

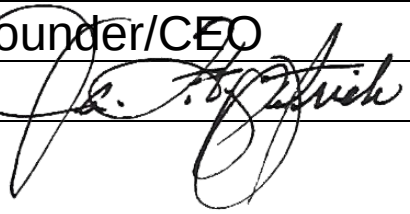
EXHIBIT C –

VENDOR ACKNOWLEDGMENT

VENDOR ACKNOWLEDGEMENT

The undersigned hereby certifies that he/she understands the specifications and any addendums, has read the document in its entirety and the prices submitted in this bid/proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, proposer further certifies and agrees to furnish any or all products/services upon which prices are extended at the price offered, and upon conditions in the specifications of the Invitation for Bid/Proposal.

The undersigned hereby certifies the foregoing proposal submitted by the company listed below hereinafter called "Bidder" is the duly authorized agent of said company and the person signing said proposal has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract; this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder; and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Company Name	Fitzpatrick Design Construction Services
Address of Principal Place of Business	
Street	8951 Collin McKinney Pkwy Suite 1101
City, State, Zip	McKinney, TX, 75070
Phone of Principal Place of Business	(972) 318-2157
E-mail Address of Representative	jerry@fdcstx.com
Federal ID	82-5296865
Date	06/01/2026
Authorized Representative Name	Jerry Fitzpatrick
Authorized Representative Title	Founder/CEO
Authorized Signature	

Delivering Reliable Project Management Services



Owner’s Representative Services

City Hall Improvements

City of Rollingwood, TX
June 8, 2026 | 10:00 AM

June 8, 2026

City of Rollingwood
Attn: City Administrator
403 Nixon Drive
Rollingwood, TX 78746

RE: RFQ – Owner's Representative Services for City Hall Improvements

Dear Selection Committee,

The City Hall Improvements Project is a significant investment in Rollingwood's future. It will offer a modern civic hub that supports City operations, improves public engagement, and unifies police and fire services in an efficient environment. Johnson, Mirmiran & Thompson, Inc. (JMT) offers owner's representative expertise in municipal facility projects from concept to closeout. JMT leads scope definition, procurement strategy, cost validation, and contractor oversight, providing the City and Travis County Emergency Services District No. 9 (ESD) with clear decisions and disciplined control of schedule, budget, and risk throughout the project.

- **Delivering Quality Projects On-Time:** JMT is well-positioned to assist the City of Rollingwood with extensive experience in managing facility projects and a dedicated team of project management professionals. Our approach fosters robust communication and collaboration among owners, staff, and all stakeholders, ensuring seamless execution and the project's success. By leveraging advanced project management tools and techniques, we are committed to delivering timely and cost-effective solutions that meet the city hall's specific needs.
- **Proven Owner Representative Experience:** We bring direct experience guiding municipalities through projects that require early decision-making, including renovation versus new construction, needs assessment, delivery method selection, and budget validation. For the City of Cedar Park Public Library, JMT managed scope, budget validation, and construction oversight to deliver a civic facility aligned with stakeholder expectations. Our Project Manager, Gabe Martinez, LEED AP, has expertise in overseeing the construction of modern municipality facilities, including the Cedar Park Public Library. Gabe brings valuable regional familiarity and understands the unique context of Rollingwood's location between Westlake Hills and Austin.
- **Austin-Based Project Leadership:** Our Austin-based team offers local expertise and strong familiarity with local regulations, supported by successful project delivery across Central Texas. Located eight minutes from 403 Nixon Drive, our team provides immediate, same-day site presence and in-person coordination with City staff and Council. This proximity allows us to quickly resolve issues, support time-sensitive decisions, and maintain consistent project momentum.

We acknowledge receipt of Addendum No. 1. We appreciate the opportunity to partner with the City of Rollingwood and ESD on this important initiative. JMT is ready to serve as a trusted advisor and advocate, ensuring the successful completion of the City Hall Improvements Project. If you have any questions, please don't hesitate to contact me.

Sincerely,



Jennifer Shell, PE, PMP
Principal in Charge
P: (737) 243-1939 | **E:** jshell@jmt.com

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Firm Description

Firm Description

Johnson, Mirmiran & Thompson, Inc. is a 100% employee-owned firm currently ranked #45 on the Engineering News-Record's (ENR) list of the Top 500 Design Firms. For more than 50 years, JMT has served public and private agencies throughout the U.S., providing owner representation through program, project, and construction management (PM/CM) services.

JMT has provided program, project, and construction management services valued at nearly $7 billion nationwide in the past five years. Our projects have won fifteen CMAA Project Achievement Awards for outstanding outcomes in budget, schedule, quality, safety, innovation, and client satisfaction. JMT offers the staff, capabilities, and resources of a national firm while maintaining the personal touch and service of a local firm.

JMT's project and construction management experience includes the recently completed $31 million Cedar Park Public Library, which was 60% larger than the previous library, and the $106 million Hays County Bond Program, consisting of two facilities at two separate sites, requiring extensive staff relocation coordination. JMT's experience also includes the high-profile five-year Texas Facilities Commission $581 million Capitol Complex, Phase 1, and the Texas Department of Transportation's $306 million Austin District Campus consolidation project. This extensive experience demonstrates our capability to handle projects efficiently, ensuring we can deliver exceptional results within the desired timeline and budget.

In Texas, JMT has grown alongside our clients, expanding our support to cities, counties, special districts, and local and state agencies throughout the state. With nine strategically located offices in Austin, Round Rock, McKinney, Longview, Tyler, El Paso, Houston, San Antonio, and Shiner, our team of more than 260 professionals is positioned to respond quickly and effectively to local needs. This statewide footprint ensures we understand Texas-specific design criteria, funding requirements, and regulatory processes, while also providing clients with the technical depth and specialized expertise of a national firm through our ONE-JMT delivery approach.

FIRM NAME:
Johnson, Mirmiran & Thompson, Inc. (JMT)

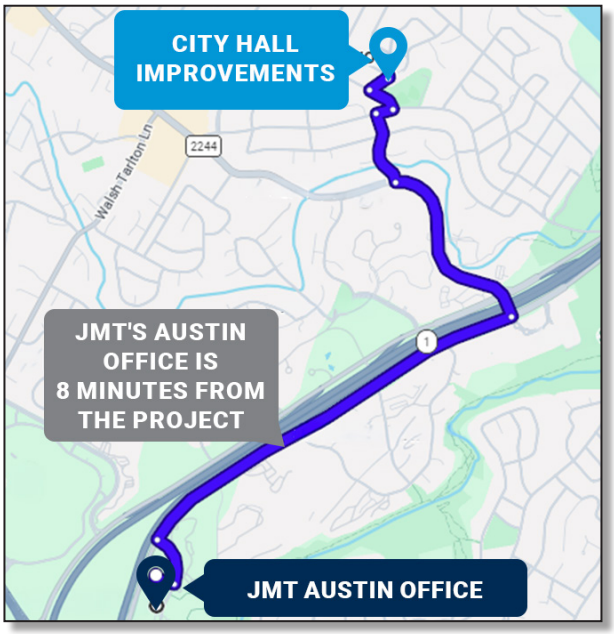
FIRM ADDRESS AND PRIMARY OFFICE:
2600 Via Fortuna, Ste. 575, Austin, TX. 78746

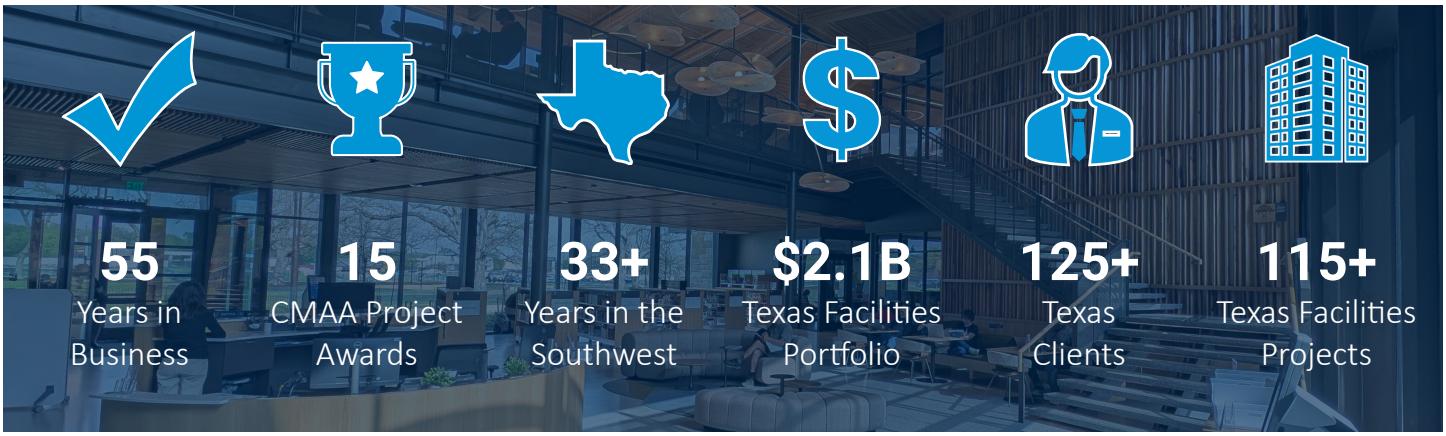
POINT OF CONTACT:
Gabe Martinez, LEED AP | Project Manager
(210) 705-1038 | gmartinez2@jmt.com

CORPORATE OFFICE:
40 Wight Ave, Hunt Valley, MD 21030

YEARS PROVIDING OWNER REPRESENTATIVE SERVICES:
33 Years

ORGANIZATIONAL CHART:
Our key staff organizational chart is in the Project Team and Qualifications section to clearly present team roles and qualifications.

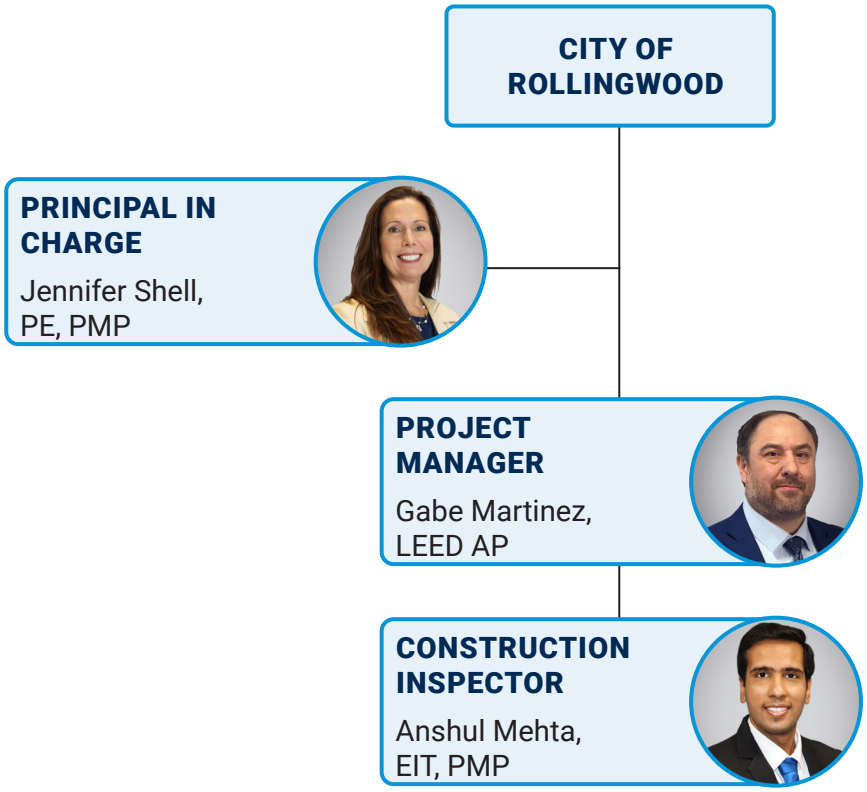




Project Team and Qualifications

Project Team and Qualifications

Assembling the team that is best suited for the job is a pillar of our success. We have done just that by matching the technical requirements as well as the needs and expectations of our clients in the selection of our team. Based on our knowledge and understanding of your project, our experience in the design and construction of facilities, and a diverse array of internal and external stakeholders; we offer a highly credentialed staff that makes our selection as your Owner Representative the best choice for the City of Rollingwood.



JENNIFER SHELL PE, PMP - PRINCIPAL IN CHARGE

Jennifer brings over 25 years of experience in all phases of project management to her role as Office Leader for our Austin Office. As Principal in Charge, Jennifer provides strategic direction and ensures alignment with the City's objectives, budget, and timeline. She oversees client contract negotiations, resource allocation, risk management, and quality control, and provides leadership guidance to the team.

GABE MARTINEZ, LEED AP - PROJECT MANAGER

Gabe Martinez will serve as the City's dedicated Project Manager and single point of contact, providing consistent day-to-day leadership and direct coordination with City staff, Council, and stakeholders. He will work closely with the owner and stakeholders to understand their project needs and expectations. He will coordinate the project team's efforts, manage schedules and budgets, and ensure tasks are completed on time and within scope. He will monitor risk, proactively identify and address potential issues, and keep the owner informed of any changes or challenges. He is the key liaison between the City, ESD, the design team, and contractor, ensuring smooth communication and timely resolution of any problems. He will ensure the project adheres to all regulatory requirements and quality standards.

ANSHUL MEHTA, EIT, PMP - CONSTRUCTION INSPECTOR

With nine years of experience, Anshul will support the project manager and the city with on-site inspections, reporting, construction administration, and quality management. Anshul supports the project by developing detailed project cost estimates, forecasts, and financial reports. He monitors expenditures to ensure they align with the approved budget. Anshul will also track project milestones, identify potential risks, and provide recommendations to mitigate any delays or cost overruns. He plays a key role in generating progress reports, analyzing data, and providing insights to the project team and client, helping to make informed decisions.



Jennifer Shell, PE, PMP

Ms. Jennifer Shell is a professional engineer with a diverse background and 25 years of experience providing owner representation services for municipalities. She has managed more than $100 million in design and construction projects with aggressive schedules and public impacts that consistently require prompt conflict resolution. She has supported several local cities, counties, and agencies with owner representation services and has a thorough understanding of the local, state, and federal regulations.

REGISTRATIONS

Registered Professional Engineer Texas #91159

Project Management Professional National #3848358

EDUCATION

MS, Civil Engineering, Texas A&M University

BS, Hydrological Sciences, University of California

YEARS OF EXPERIENCE

25

YEARS WITH JMT

9

LEVEL OF EFFORT

10%

RELEVANT CAPABILITIES

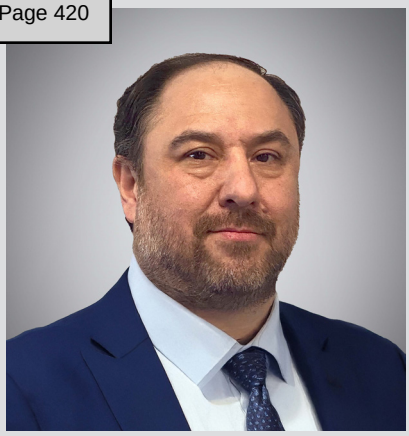
- Project and Construction Management
- Procurement Process
- Design Management and Review
- Schedule Management and Review
- Budget Management and Review
- Document Control
- Pay Application Review
- Contract Negotiation

RELEVANT EXPERIENCE

Multiple Facilities Improvement Projects, City of Killeen | Killeen, TX.
Senior Project Manager. JMT is currently assisting the City of Killeen as an Owner's Representative on several upcoming design-build projects, including an evidence storage building, a grounds maintenance facility, and a new 56,000 SF fleet service facility. As the Senior Project Manager, Jennifer oversees the coordination and management of all aspects of the proposed projects, including procurement, outreach, budget, schedule, and regular updates to City staff and Council. She works closely with the City's project manager and stakeholders to ensure that project goals and objectives are met. She manages and mitigates risks, monitors progress, and makes necessary adjustments to keep the program on track. Additionally, she facilitates effective communication and collaboration among team members and stakeholders, and is responsible for the program's closeout, ensuring that all necessary documentation and final approvals are obtained.

Public Safety Training Center, City of Cedar Park | Cedar Park, TX.
Principal in Charge. The $30 million, 34,000 SF Public Safety Training Center is a new construction project that will house office spaces, classrooms, an operations center, real-world training applications, and an apparatus bay for emergency and fire vehicles. As Principal in Charge of the Public Safety Training Center in Cedar Park, Jennifer coordinates project staffing, conducts monthly reports, and ensures successful project delivery. She works closely with the City to ensure their project goals are identified and reflected in the work completed.

Montopolis and Northwest Pool Replacement, City of Austin | Austin, TX.
Project Manager. Jennifer functions as the Owner's Representative for the Parks Department on two major pool renovation projects. The $20 million program requires collaboration with the design and construction manager-at-risk teams, the public, and multiple city departments. The projects began with a conceptual phase that required neighborhood input and budget verification. Renovations include improvements to existing bathrooms and mechanical systems, and new pools, decks, bathrooms, and pool features. Jennifer ensured the design team followed City specifications and guidelines, and documented and obtained approval for any deviations. Jennifer responsibilities include guiding project scope, budget, and schedule; facilitating communication among stakeholders; supporting timely decision-making; monitoring project progress; and helping resolve issues that could affect cost, quality, or timeline. She also works to ensure compliance with City standards, manages action items, and provides regular updates to maintain alignment and accountability throughout the projects.



Gabe Martinez, LEED AP

PROJECT MANAGER

Mr. Gabe Martinez, LEED AP, is a Project Manager with extensive experience in architecture and construction project management. He has worked with government, educational, commercial, healthcare, institutional, historic preservation, hospitality, residential, and industrial sectors. He is experienced with local, state, and federal regulations and understands procedures required to manage projects on time and within budget.

REGISTRATIONS
LEED Accredited Professional

EDUCATION
MA, Architecture, University of Texas at San Antonio

BS, Architecture, University of Texas at San Antonio

YEARS OF EXPERIENCE
26

YEARS WITH JMT
3

LEVEL OF EFFORT
75%

CERTIFICATIONS/ TRAINING
OSHA 30 HR

RELEVANT CAPABILITIES
- Project and Construction Management
- Construction Inspections
- QA/QC Procedures
- Design Management and Review
- Procurement Process
- Constructability Review
- Contract Negotiation
- Schedule Development and Review
- Pay Application Review
- Change Order Review

RELEVANT EXPERIENCE

Bexar County Renovations, Bexar County |San Antonio, TX.
Project Manager. Gabe oversaw the construction process for the $2.4 million, 6,640 SF, 14-phase renovation of the active Bexar County Courthouse. His responsibilities included managing the budget and schedule, reviewing materials, and ensuring the construction site was safe and secure, and that all materials used complied with building codes and regulations. He maintained daily reports and completed the required project documents. Gabe coordinated the activities of other project personnel, including subcontractors and suppliers, and interacted with the owner to provide updates on the project's progress. He was also responsible for preparing project reports, reviewing team performance, and providing technical advice. He addressed all areas of concern promptly and to the owner's satisfaction.

Public Safety Training Center, City of Cedar Park | Cedar Park, TX.
Project Manager. The $30 million facility will centralize training for police, fire, and emergency management personnel, fostering collaboration and preparedness. The project spans nearly 35,000 SF and includes a Main Training Facility with classrooms, offices, and the city's first Emergency Operations Center; a fitness and simulation training building for physical training and realistic skill simulations; and an apparatus bay for emergency vehicle storage and readiness. Extensive site development will integrate the facility into the community with utilities, parking, and landscaping. Gabe assists the City with construction management services from daily inspections, quality control deficiency identification and monitoring, coordinating with designers and contractors, and providing monthly and weekly reports.

RECREATE Center, City of Cedar Park | Cedar Park, TX.
Project Manager. The $4 million renovation project consists of remodeling the former public library building into a multifunctional space for the city. The facility will provide rentable space and support a range of programs, including dance, fitness and exercise classes, theater, art, senior activities, homeschool educational sessions, and an indoor children's play area. Gabe acts as the owner's representative during construction, managing daily project activities and serving as the liaison among the City, contractor, and design team. He conducts on-site inspections throughout all construction phases to ensure work complies with contract documents, approved plans, and applicable codes.



Anshul Mehta, EIT, PMP

CONSTRUCTION INSPECTOR

Mr. Anshul Mehta is a Construction Inspector with nine years of hands-on experience supporting public-sector building and infrastructure projects from planning through closeout. Anshul brings a disciplined, data-driven approach to project delivery, with strengths in cost and schedule control, earned value analysis, construction administration, and quality management.

REGISTRATIONS

Engineer in Training Texas #66828

Project Management Professional #3026537

EDUCATION

ME, Construction Engineering and Management, Texas A&M University

BS, Civil Engineering, Mahakal Institute of Technology

YEARS OF EXPERIENCE

9

YEARS WITH JMT

6

LEVEL OF EFFORT

50%

CERTIFICATIONS/ TRAINING

OSHA-30

Procore Project Manager

RELEVANT CAPABILITIES

- Project and Construction Management
- Schedule Reviews
- Procurement Process
- Construction Inspections
- Pay Application Review
- Change Order Review
- QA/QC Procedures

RELEVANT EXPERIENCE

Cedar Park Public Safety Training Facility, City of Cedar Park | Cedar Park, TX.
Assistant Project Manager. The $30 million project features a 17,000 SF main training facility with classrooms, a 10,000 SF fitness and simulation training building (Tactical Building), and a 7,700 SF apparatus bay for emergency vehicles. The project also includes substantial site work for new utilities. The facility serves as a regional training hub for the fire department, police, and other emergency personnel. Anshul's role included daily site inspections, coordinating construction activities, project controls, and overseeing material testing for the buildings currently under construction. He assisted with stakeholder coordination, schedule management, reporting, budget control, and the identification and monitoring of quality control deficiencies. He managed RFIs and submittals, coordinated with vendors, and diligently tracked pay applications and contingency logs.

City Hall and Municipal Court Upgrades, City of Cedar Park | Cedar Park, TX.
Construction Inspector The city hall and municipal buildings were renovated to accommodate department relocations across 42,000 SF. Both buildings received finished upgrades, including new carpet, paint, and base. Building one also received a new canopy and landscaping along the main entry, enhancing its overall exterior appearance. Anshul's responsibilities included daily inspections and observations, project representation, quality assurance testing reviews, and constructability reviews. He also coordinated with the design architect, engineers, contractor, and City project manager to review project progress and quality assurance reports.

RE|CREATE Multifunctional Facility, City of Cedar Park | Cedar Park, TX.
Construction Inspector. The $4 million remodel of the former public library will transform the space into RE|CREATE, a multifunctional facility for all ages. The new facility will host events such as dance, fitness, and exercise classes; theater productions; art activities; senior programs; educational sessions for home schoolers; and an indoor play area for children. The scope includes limited demolition and new wall construction, with MEP, roofing, modernized finishes, and integrated audio/visual and IT systems to support virtual meetings and online programming. Anshul served as the owner's representative, performing on-site inspections and quality checks, payment application reviews, change order reviews, coordinating with the city, architect, and contractor, created reports and document control.

Regional Experience

In this section, we aim to highlight our regional experience that aligns with the requested services and qualifications required by the City of Rollingwood. These projects highlight JMT's commitment to providing effective, transparent, and proactive owner's representative services that protect the City's interests, strengthen project outcomes, and ensure successful delivery from planning through closeout.



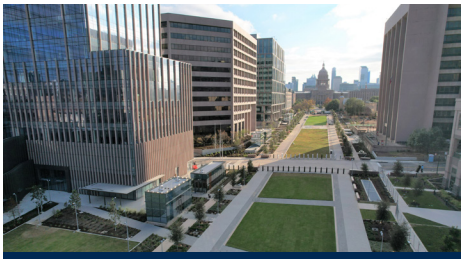
Dripping Springs Community Library



CASA Training and Support Center



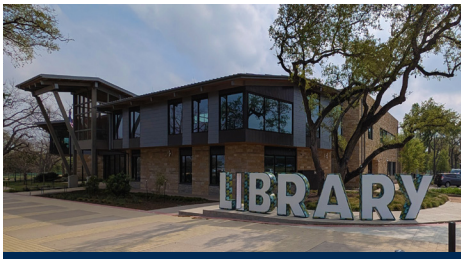
Hays County Public Safety Building



TFC Capitol Complex, Phase 1



Red Oak Fire Station No. 3



Cedar Park Public Library



Georgetown Public Safety Center



Austin Aquatic Centers



Washington County Road/Bridge Facility

STAFFING AND AVAILABILITY

JMT staffs this project with our Austin-based team, providing local, senior-level leadership and dedicated support to meet the RFQ schedule and deliverables. We manage procurement, design coordination, cost control, and construction oversight concurrently while maintaining schedule discipline and clear communication with the City. Our Austin office completes projects in-house and supports in-person coordination, enabling timely decision-making and efficient project execution. With a balanced workload, our team has the capacity and flexibility to deliver this assignment without impacting existing commitments.

As Project Manager, Gabe leads day-to-day operations and coordinates with the City, design team, and contractors to maintain progress against key milestones. His regional experience and familiarity with Central Texas support proactive issue management and consistent project momentum from initiation through closeout.

KNOWLEDGE OF REGULATIONS AND LOCAL CONDITIONS

JMT's Austin-based team understands local, state, and federal requirements, including building codes, permitting, environmental compliance, and drainage regulations. We have extensive experience working within the Edwards Aquifer Recharge Zone. Our staff routinely navigates watershed protection requirements, environmental constraints, and agency coordination to advance projects efficiently while maintaining compliance.

This expertise is reinforced by our local presence, which supports responsive coordination and informed decision-making aligned with Rollingwood's development context. The City Hall site's hill country setting is defined by mature trees and limited space for expansion or relocation, requiring thoughtful planning. JMT brings proven experience in complex projects to optimize space, functionality, and long-term value.

Scope of Services

Scope of Services

As Owner Representatives, JMT serves as an agent of the City's team, leading every phase of project management from planning through closeout. While others deliver design and construction, we coordinate all efforts to ensure alignment with the City and ESD's objectives and drive the project to a successful, timely completion.

COMMUNICATION

JMT develops a comprehensive communication plan to support clear, consistent communication with City staff, ESD, stakeholders, designers, and contractors from initial programming and design through procurement, construction, and closeout. The plan establishes communication protocols, meeting cadence, reporting requirements, and standards for tracking decisions, action items, scope, budget, and schedule. It also defines lines of authority and coordination among team members, the City, and ESD to promote timely decisions and accountability throughout the project. JMT supports transparency by preparing meeting agendas and minutes, maintaining key logs and project records, and providing phase-appropriate progress reporting tailored to the needs of planning, design, and construction.

PROJECT DEFINITION

JMT will lead a due diligence and planning effort to define, validate, and refine the project program. This phase includes a detailed evaluation of the City's preliminary needs assessment to confirm space requirements, operational adjacencies, and functional objectives. We will coordinate with City staff and the Westlake Fire Department's Fire Chief and District Chiefs to understand user requirements and help ensure the facility is planned and designed to support its intended functions. Based on these conversations, JMT will further develop program requirements, including fire station operational needs and associated facility criteria.

PROJECT DELIVERY ANALYSIS

JMT will perform a comparative analysis of feasible alternatives, including renovation and new construction scenarios, supported by preliminary planning activities, conceptual layouts, and high-level development cost estimates. The evaluation will include all project-related costs, such as staff relocation and temporary operations, to establish a comprehensive and defensible project budget. JMT will synthesize these findings into a formal recommendation to City Council, identifying the best-value alternative that meets the City's program requirements, aligns with operational needs, and remains within the established budget parameters while minimizing risk.

PROJECT MANAGEMENT PLAN

Our detailed Project Management Plan (PMP) outlines objectives, milestones, and strategies for success. Project managers rely on it to navigate challenges with proactive risk management. Every PMP is produced based on our scope of work, the project's size and complexity, and in close coordination with our clients.



has delivered projects using Design-Bid-Build, Competitive Sealed Proposals, Construction Manager at Risk, Design-Build, and Job Order Contract methods. Our project managers have learned from both successes and setbacks, enabling us to share insights on project goals, constraints, risks, and the pros and cons of each delivery.

PRE-CONSTRUCTION

KICKOFF MEETING

JMT will initiate pre-construction services with a kickoff meeting to align the project team on scope, schedule, roles, communication protocols, and decision-making procedures based on the selected project approach. We will establish project controls, confirm lines of authority, and implement document management, reporting, and coordination procedures to support efficient execution. JMT will review available baseline documentation, including design criteria, site information, and existing conditions, to identify any remaining data gaps that may impact project progression. We will coordinate with the City, ESD, and stakeholders to establish next steps, define immediate priorities, and position the project for a smooth transition into design and procurement.

PROCUREMENT AND BIDDING SUPPORT

JMT supports the City across all aspects of procurement, including the development of RFQ/RFP documents, bidding, and evaluations for architects, contractors, subcontractors, and supporting professional services. Leveraging extensive public-sector procurement experience, JMT prepares clear, compliant procurement documents that define project goals, scope, and evaluation criteria to attract qualified teams and streamline the selection process.

JMT coordinates with the City, ESD, and selection committees to manage procurements from advertisement through award, including facilitating pre-bid conferences, distributing bid packages, responding to inquiries, and leading a structured, criteria-based evaluation of qualifications and bids. Our team provides objective recommendations, ensuring selections align with project priorities, budget, and schedule.

CONTRACT NEGOTIATIONS

JMT supports contract negotiations, working closely with City staff, ESD, and legal counsel to mitigate risk, clarify scope and terms, and ensure agreements protect the City's interests. Our team supports negotiations with the architect, contractor, subcontractors, and specialty consultants to establish fair, balanced contracts that promote accountability, minimize disputes, and support efficient project delivery.

SCHEDULE DEVELOPMENT

Master schedule development begins with the City's target start and completion dates. We then review the project scope, procurement process, site logistics, delivery method, labor and material availability, and other factors that may affect completion to identify required activities and estimate their durations. These activities are then organized logically to define their sequence and relationships.

RISK MANAGEMENT

JMT creates a project-specific risk register to identify, track, and manage risks that may affect the project. This living document captures each risk, assesses its likelihood and severity, and guides risk management throughout the project. JMT uses it to address technical, financial, procurement, and policy risks and define mitigation measures that protect safety, budget, schedule, and quality. JMT reviews the risk register with the City and the architect and updates it weekly during construction to support proactive risk management.

COST ESTIMATING

JMT provides detailed cost estimating and cost management services, including budget verification, expenditure tracking, change-order pricing, and evaluation of acceleration, delay, scope changes, and cost-to-complete impacts. We use disciplined cost control to explore alternatives before accepting overruns through daily monitoring and ongoing evaluation of remaining work. Our services include codes of account, schedules of values, progress payment review, change orders, claims management, estimates to complete, construction cost estimates, engineer's estimates, independent change order estimates, and value engineering.

VALUE ENGINEERING

JMT provides value engineering services through constructability reviews, construction negotiations, discussion of change order proposals, and field change directives. JMT's value engineering includes design reviews, evaluation of options by a multidisciplinary team, knowledge of local materials and local expertise, a deep understanding of how decisions affect certification, and substantial cost-estimating capabilities.

RUCTABILITY REVIEWS

JMT reviews all deliverables. We create a full report to address comments and support the design and construction efforts. JMT reviews deliverables for the following items:

- Adherence to the City's programmatic needs
- Conformance to the City's design standards
- Design conflicts and clashes
- Design gaps and completeness at each level
- Discipline review and clarity
- Cost estimate reviews at each level of design
- Overall project schedule and construction phasing to minimize disruptions
- Consideration of pedestrian, ADA, and vehicular traffic requirements
- Assessment of utility clearances and permit requirements

PRE-CONSTRUCTION MEETINGS

JMT will lead preconstruction meetings by establishing the agenda, coordinating participation, facilitating discussion of roles, procedures, schedule, site logistics, safety, communication protocols, and key project requirements, and documenting decisions, action items, and responsibilities in meeting minutes that we will distribute and maintain.

CONSTRUCTION

OWNER, ARCHITECT, AND CONTRACTOR (OAC) MEETINGS

JMT advocates frequent meetings throughout the project because they are essential for identifying, discussing, tracking, and resolving critical issues. We will lead weekly progress and coordination meetings with the owner, designer, and contractor to review action items, proposed resolutions, responsible parties, and any pending or emerging concerns. These meetings will also cover submittals, RFIs, change orders, and nonconformance issues, with response times tracked and discussed. Representatives from applicable departments, the architect, key subconsultants, and contractors will participate as needed. We will also coordinate attendance by other stakeholders, prepare meeting minutes, and file all records in the project management software.

SCHEDULE MANAGEMENT

During construction, JMT will monitor schedule performance against the baseline schedule by analyzing current progress, forecasting impacts, and tracking key milestones through substantial completion. We will periodically review schedule logic to identify improvement opportunities and evaluate significant changes, particularly those affecting the critical path, so the team can develop appropriate contingency plans. JMT will also use a monthly schedule variance table to show schedule gains or slippage and summarize the cause and responsibility for each change.

Cedar Park Public Library

RESPONSIVE, RELIABLE, ALWAYS AVAILABLE

JMT is a partner Cedar Park consistently counts on for immediate support and follow-through. Led by Gabe Martinez, who served as Cedar Park's consistent day-to-day point of contact, ensuring continuity and rapid response.



D VALUE ANALYSIS (EVA)

JMT will use EVA, consistent with PMI and CMAA guidance, to measure project progress. EVA provides a high-level view of project status by comparing earned value with planned value and identifying performance trends against the schedule.

- If the contractor falls behind schedule, JMT will require a recovery plan to bring the work back on track.
- The contractor will prepare a weekly two-week look-ahead schedule with input from project superintendents.
- Any contractor request for additional days must include supporting justification and an updated CPM schedule and be submitted within one week of the delay event.

By reviewing the contractor's monthly schedule updates and these control measures, JMT can identify potential delays early, forecast the completion date, and evaluate recovery options so corrective action can be taken promptly.

CHANGE ORDER REVIEWS

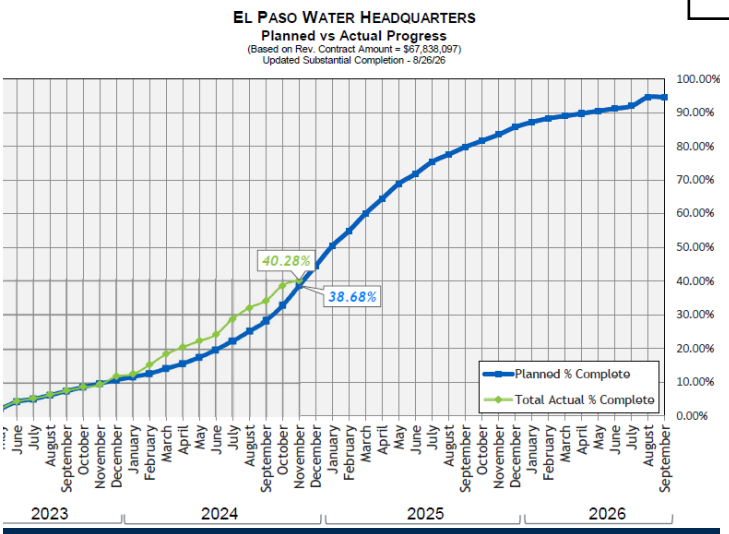
JMT will thoroughly review each potential or proposed change to identify undisclosed issues that could affect cost or schedule and determine whether alternative solutions are available. Change management will be carried out collaboratively with input from all relevant team members. We will follow the City's change order procedures and use timely, efficient methods to record, track, and report change orders in an auditable, verifiable, and transparent manner.

PAY APPLICATION REVIEWS

JMT will verify that the contractor's payment applications follow established procedures. We will review each request against the schedule of values, completed work, and materials or equipment delivered to the site but not yet incorporated into the project. We will also prepare a standard report with recommendations for the City on any incomplete or inaccurate payment applications.

DAILY AND MONTHLY REPORTING

Daily reports will address the day-to-day activities on the construction site. Monthly reports will summarize project activities from the time JMT is hired until the project is closed. Our monthly reports will include an executive summary, project status, project photos, construction budget and costs, earned value analysis with an S-Curve, schedule analysis, and pending items needing attention.

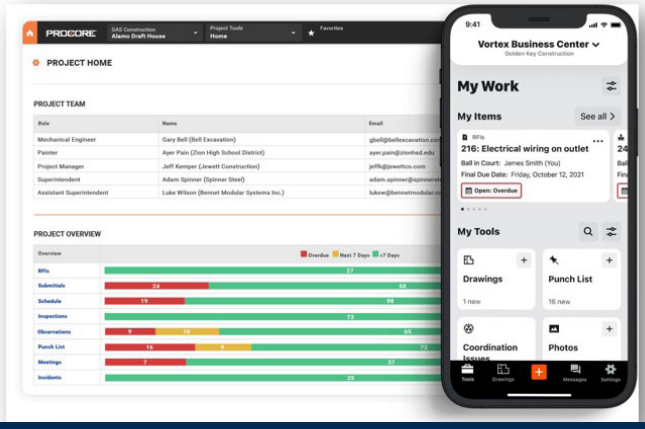


Earned Value Analysis Sample

PROCORE

Procore is a project management software that provides 24/7 accessibility to approved team members via the Internet on any computer, tablet, or smartphone, facilitating the management of various construction documents. These documents include the construction schedule, drawings, specifications, request for information (RFI), field change directives, meeting minutes, pay applications, submittal reviews, change order proposals, architectural supplemental information (ASI), monthly reports, observations, non-compliance notices, and punch list items.

Procore enables our inspection team to quickly generate inspection reports and on-site non-conformance observations, minimizing communication delays. JMT has also used Procore to keep track of field changes using the software's built-in markup tool. Procore enables us to facilitate communication and thoroughly capture, analyze, and present data in formats applicable to the various stakeholders.



Procore offers easy accessibility and document control.

RUCTION MANAGEMENT AND INSPECTION

JMT will represent the City during construction and provide oversight. Our construction administration and inspection services include coordinating the work of the contractor, architect, materials testing company, utility companies, equipment suppliers procured directly by the City (if any), and other project stakeholders, and retaining project documentation and providing periodic reports.

JMT monitors the progress of all construction stages, from planning through submittal, inspection, acceptance, and payment of work. Therefore, an effective process for managing the completion of the construction phase is one that:

- Constantly updates City staff and stakeholders on project status and controls
- Monitors construction activities to ensure work is performed in a safe environment
- Ensures adequate architect and contractor resources are assigned to meet the project schedule
- Ensures materials, equipment, and work conform to the construction documents and approved changes
- Ensures requests for information and contract changes are addressed promptly and thoroughly by the team
- Considers constructability, compatibility, cost-effectiveness, and availability of materials, assemblies, and building systems
- Notifies appropriate parties of project changes

> With JMT's office within 10 minutes from the project site, our team can provide responsive support throughout construction.

FF&E MANAGEMENT PLAN

JMT will implement a comprehensive FF&E Management Plan to coordinate furnishings, fixtures, equipment, and technology systems throughout the project lifecycle. Because furniture procurement and specialized equipment, especially IT and AV systems, often require long lead times, JMT will work proactively with the City to identify requirements early, define procurement responsibilities, and set clear timelines for ordering, delivery, and installation.

Our team will monitor long-lead items by tracking procurement dates, submittal status, and scheduled installation, and will coordinate efforts among contractors, vendors, and equipment suppliers. JMT will develop and maintain an FF&E Responsibility Matrix to clearly assign purchasing, delivery, and installation roles. We will also manage IT, AV, and other owner-procured systems to ensure they integrate smoothly with construction activities. This proactive planning and tracking will ensure all components are delivered, installed, and operational according to project milestones, supporting a seamless and fully coordinated move-in without unexpected delays.

SITE SAFETY PLAN

JMT will ensure the contractor develops and maintains a Site Safety Plan appropriate for a city hall site adjacent to residential and playground areas. The plan will address site isolation, lighting, security, accessibility, pedestrian safety, swing space, and travel routes.

JMT will monitor health, safety, and environmental activities and verify that the contractor provides adequate safety oversight to comply with applicable laws, regulations, and project protocols. We will place strong emphasis on site safety, traffic control, and delivery coordination to reduce the risk of accidents, delays, and near misses. Our OSHA-trained field staff will identify hazardous conditions and practices, notify affected personnel of any imminent danger observed, and report concerns through the project chain of command. We will also verify that construction logistics are planned and managed to safely accommodate nearby facilities and maintain clear communication.

City of Austin Neighborhood Pools

A TRUSTED OWNER'S REPRESENTATIVE

JMT was selected on two contracts to provide Owner’s Representative services across four facilities, demonstrating repeat client confidence in delivering the similar services for Rollingwood's City Hall Improvements project.



IALS TESTING

All materials testing will be coordinated between the contractor and JMT. JMT will have the authority to request testing if any work does not conform to specifications. JMT will review the materials testing laboratory results and invoices for the City and keep a record of the required re-tests. JMT will inform the City of any non-conformance to specifications.

JMT issues pre-punch lists during constructio as each phase is completed. We will proactively list items that are not compliant, even if the job is not complete, to give the contractor a head start on achieving the quality of construction expected in the specifications. These pre-punch lists can begin as early as slab-on-grade placement, rough framing, and MEP rough-in.

CLOSEOUT

PRE-CLOSEOUT MEETING AND PRE-PUNCH LIST

JMT schedules a project closeout meeting well in advance, but not less than a month before the project's anticipated end date. During this meeting, the pre-punch list and acceptance processes are reviewed, deficiencies in the project records are addressed, and responsibilities and due dates are assigned. Follow-up meetings are crucial to ensure the project is properly closed out.

SUBSTANTIAL AND FINAL COMPLETION

JMT coordinates a walk-through with the City, A/E, and contractor to develop a final punch list. JMT verifies that all items on the punch list are completed or corrected and makes recommendations concerning substantial completion and acceptance. JMT assists with coordinating maintenance procedures and training operators and maintenance staff as required.

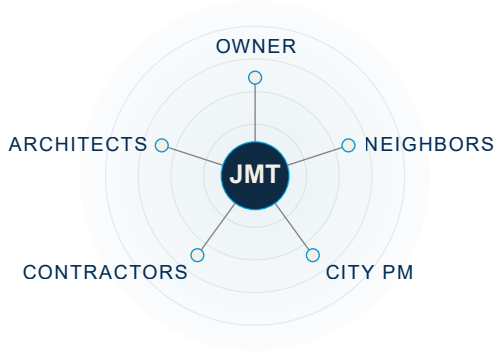
PROJECT CLOSEOUT AND WARRANTY COORDINATION

JMT confirms that the contractor provides as-built documents, maintenance manuals and programs, warranty information, spare parts lists, lists of contractors and installers, and all operating procedures developed during start-up. The contractor will provide electronic copies of these materials to the City. JMT will also conduct a warranty review at site 11 months after substantial completion and submit a report identifying items requiring warranty attention.

WE LEAD THE PROCESS

Your advocate, ahead of the curve.

JMT organizes the planning effort and works collaboratively with all stakeholders, architects and contractors — efficient, cost-effective oversight.



One point of contact connecting every stakeholder.

AS YOUR PROJECT MANAGERS, JMT WILL –

01	02	03	04	05	06
ADVOCATE	**COORDINATE**	**CONTROL COST**	**RESOLVE**	**DOCUMENT**	**REPORT**
Your voice and single point of contact.	Leadership, communication and conflict resolution.	Review billing, changes and comparable estimates.	Track construction issues through to resolution.	Records, minutes, approvals and project close-out.	Status updates and best practices applied.

References

References



POLICE/NEIGHBORHOOD SERVICES AND CONVENTION CENTER RENOVATIONS

City of Mesquite | Mesquite, TX

The City of Mesquite initiated facility renovations to enhance public services and operational efficiency by transforming a former Dallas County tax office into a dedicated training area for the police department, featuring multipurpose rooms, classrooms, offices, secure storage, open workspace, and conference rooms. The renovations includes newly constructed locker and shower facilities, with additional space remodeled for more City operations offices. Additionally, a 56,000 SF Convention Center remodel includes updates to ballrooms, breakout rooms, and restroom facilities, with improved lighting throughout all public-facing areas. The project also includes coordinating all construction activities with the convention center management company to ensure the facility remains open and operational throughout the renovation.

VALUE ADDED BY EARLY OWNER ADVISOR INVOLVEMENT

JMT supported early needs assessment and programming with the client and design team, and worked with IT staff to ensure the design aligned with current technology standards. We encouraged the client to pursue initial environmental testing and asbestos abatement to inform early decisions. JMT also evaluated existing conditions by using RH probes to assess slab moisture and by performing selective demolition to confirm the integrity of existing waterproofing. These early efforts provided accurate information and helped mitigate risk.

RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project directly relates to the Rollingwood City Hall Improvements through its integration of multi-department municipal functions, careful balance of public-facing and secure operational spaces, and successful adaptive reuse of existing facilities to enhance service delivery.

PROJECT INFORMATION

CLIENT CONTACT
Cliff Keheley, ICMA-CM
City Manager
(972) 216-6404
ckeheley@cityofmesquite.com

COMPLETION
August 2026

COST
$15 Million

TYPE
Renovation

SIZE
Office Remodel: 12,000 SF
Convention Center: 56,000 SF

DELIVERY
CMAR

JMT'S SERVICES
- Owner Representation
- Program Management
- Pre-Construction
- Construction Management
- Closeout Procedures



CITY HALL BUILDINGS AND COURT RENOVATIONS

City of Cedar Park | Cedar Park, TX

The City of Cedar Park selected JMT as the owner representative and project manager for the City Hall Buildings One and Two and the Municipal Court renovation services. Portions of City Hall Buildings 1 and 2 were extensively renovated to accommodate department relocations, which were completed in multiple phases. Additionally, finish upgrades, such as new carpet, paint, and base, were completed throughout both buildings. The exterior scope of work for building 1 included a new canopy and landscaping for the main entry.

The project was completed on time within the nine-month timeframe and within the prescribed budget via the Competitive Sealed Proposal delivery method. The sole change order for the project was due to an unforeseen condition uncovered during the demolition phase. JMT's detailed reporting and proactive approach provided continuous solutions to keep the project on schedule and within budget.

> Since this initial contract with the City of Cedar Park, JMT has been reselected for three additional contracts to provide construction management services and on-site quality assurance for the new Cedar Park Library, the Public Safety Facility, and the RE|CREATE renovation project.

RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project is directly applicable to Rollingwood's City Hall Improvements, involving phased renovation of occupied municipal facilities, coordination across multiple departments, and consistent stakeholder engagement to maintain operations during construction.

PROJECT INFORMATION

CLIENT CONTACT

Randall Lueders, P.E., PMP
Director of Engineering and Capital Projects Engineering
(512) 401-5354
randall.lueders@cedarparktexas.gov

COMPLETION

August 2022

COST

$2 Million

TYPE

Renovation

SIZE

42,699 SF

DELIVERY

CSP

JMT'S SERVICES

- Owner Representation
- Construction Management
- Team Coordination
- Quality Control
- Closeout Procedures



PUBLIC SAFETY TRAINING CENTER

City of Cedar Park | Cedar Park, TX

The City of Cedar Park enhanced its public safety infrastructure with a $30 million Public Safety Joint Training Facility that serves as a centralized hub for training police, fire, and emergency management personnel. The facility, funded by the 2022 voter-approved bond program, was designed to foster improved collaboration, training, and preparedness for regional first responders.

The facility consisted of a 17,000 SF Main Training Facility that features classrooms, office spaces, and Cedar Park's first-ever Emergency Operations Center (EOC), offering essential resources for managing large-scale emergencies. Also included is a 10,000 SF fitness and simulation training building equipped with facilities for physical training, as well as simulated real-world environments where first responders can hone their skills in realistic settings. The facility also included a 7,700 SF apparatus bay to accommodate emergency vehicles, this bay will house apparatus for both the Fire Department and Emergency Management teams, ensuring proper storage and readiness for emergency responses.

In addition to the core training facilities, the project involved significant site development work, including earthwork, utilities, water treatment systems, landscaping, parking lots, and sidewalks, ensuring that the new facility was fully integrated into the community and operationally efficient.

RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project supports Rollingwood's goals by demonstrating experience in delivering a multi-purpose municipal facility that integrates public safety functions, accommodates diverse user groups, and includes specialized operational spaces.

PROJECT INFORMATION

CLIENT CONTACT

Caleb Stockton
Senior Project Manager
Engineering and Capital Projects
(512) 401-5352
Caleb.Stockton@cedarparktexas.gov

COMPLETION

April 2026

COST

$30 Million

TYPE

New Construction

SIZE

34,700 SF

DELIVERY

CMAR

JMT'S SERVICES

- Owner Representation
- Construction Management
- On-Site Inspections
- Quality Assurance
- Stakeholder Coordination
- Closeout Procedures



RECREATE CENTER

City of Cedar Park | Cedar Park, TX

The City of Cedar Park RE|CREATE project transforms the former public library building into a multifunctional space that offers rental opportunities and hosts a variety of programmatic services, including dance, fitness, and exercise classes, theater, art, senior programming, educational sessions for homeschoolers, and an indoor play area for children.

The project scope includes, but is not limited to, the addition of new classrooms and multipurpose rooms within a flexible open-concept area, a café/coffee bar, as well as upgrades to the children's play area, theater, kitchen, office spaces, conference rooms, storage, and restrooms. Finishes throughout the facility will be modernized, with new wall construction limited to what is required to deliver the planned programs optimally. Potential site improvements encompass mechanical, electrical, roofing, plumbing, as well as integrated audio/visual and IT systems to support virtual meetings and online programming.

Gabe continues to provide strong leadership on Cedar Park projects, serving as a dependable Owner's Representative on his fourth assignment. He remains a trusted resource to the City, guiding the design and construction teams through successful project completion. For Rollingwood, Gabe brings proven leadership, established processes, and practical insight that support efficient decision-making and reduce risk during construction.

RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project aligns with Rollingwood's City Hall Improvements through its adaptive reuse approach, creation of flexible multi-purpose community spaces, and coordination among multiple stakeholders to support a variety of public programs and services.

PROJECT INFORMATION

CLIENT CONTACT

Caleb Stockton
Senior Project Manager
Engineering and Capital Projects
(512) 401-5352
Caleb.Stockton@cedarparktexas.gov

COMPLETION

April 2026

COST

$4 Million

TYPE

Remodel

SIZE

25,000 SF

DELIVERY

Design-Build

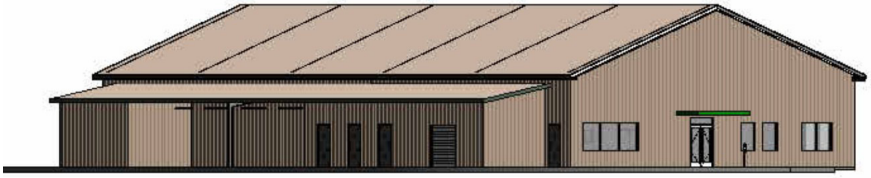
JMT'S SERVICES

- Owner Representation
- Construction Management
- Team Coordination
- Compliance Reviews
- Closeout Procedures

Fleet Services Facility



Conder Park Maintenance Facility



MULTIPLE CITY FACILITIES IMPROVEMENTS

City of Killeen | Killeen, TX

The City of Killeen recently began three new projects to improve facilities throughout the city. Included in the program is a Fleet Services Facility at 56,000 SF, designed to service more than 970 city-owned vehicles and equipment of varying sizes. The facility includes office space for administrative functions and dedicated storage areas. Staff amenities include a training room, breakroom, and locker and shower facilities to support daily workforce needs. The building is supported by specialized equipment that enables efficient servicing and maintenance operations.

The program also features the Conder Park maintenance facility, which is to be reconstructed into a modern, ADA-compliant facility that improves operational efficiency and supports park maintenance staff. The project includes covered storage areas for materials and equipment, a dedicated training room, and new showers and locker facilities to enhance staff usability and comfort.

The city will also expand the police department's current storage capacity with a 10,000 SF evidence storage facility. These projects reflect the City's commitment to upgrading its infrastructure and align with Killeen's vision for improved efficiency, compliance, and capacity across its municipal services.

RELEVANCY TO THE CITY HALL IMPROVEMENTS

This program is relevant to Rollingwood as it involved coordinating multiple facility types within a single program, supporting diverse municipal operations, and managing complex stakeholder input across departments.

PROJECT INFORMATION

CLIENT CONTACT

Christopher Hoch
Project Manager
(254) 616-3173
CHoch@killeentexas.gov

COMPLETION

September 2027

COST

$24 Million

TYPE

New Construction and Renovation

TOTAL SIZE

66,000

DELIVERY

Design-Build

JMT'S SERVICES

- Owner Representation
- Program Management
- Pre-Construction
- Construction Management
- Closeout Procedures

Quality Control

Quality Control

JMT is committed to providing high-quality services to meet our clients' needs. JMT has an ISO 9001:2015 certified Quality Management System (QMS) that ensures uncompromising adherence to up-to-date standards and codes, and by a rigid application of quality assurance plans and quality control procedures developed on a project-specific basis.

JMT reviews design and construction documents throughout all project phases to verify compliance with the owner's standards. We also monitor budget and schedule and engage our in-house, discipline-specific staff, including licensed engineers and architects, to conduct milestone reviews. These thorough quality checks help identify issues early, reducing the risk of errors, rework, and added cost.

QUALITY CONTROL THROUGH ALL PHASES

Kickoff

- Define scope and responsibilities
- Validate design and construction standards
- Assess risks and project constraints
- Develop budget and schedule framework
- Evaluate existing conditions and system needs

Design

- Perform constructability and discipline reviews
- Validate design against program and standards
- Identify conflicts, gaps, and inconsistencies
- Reconcile cost estimates with budget
- Evaluate phasing, logistics, and permitting constraints

Construction

- Monitor construction progress and compliance
- Verify materials, equipment, and installations
- Review submittals, RFIs, and changes
- Coordinate and review inspections and testing
- Track and resolve nonconforming work

Procurement

- Develop compliant procurement documents
- Define scope and evaluation criteria
- Review qualifications and bids for completeness
- Validate pricing and contractor assumptions
- Finalize contracts with aligned scope and terms

Pre-construction

- Confirm scope completeness and readiness
- Validate baseline schedule and sequencing
- Establish inspection and testing requirements
- Define submittal and quality control processes

Closeout

- Perform pre-punch and final inspections
- Verify correction of all deficiencies
- Confirm delivery of as-builts and O&M manuals
- Support training and operational readiness
- Conduct warranty review and track corrections

PROJECT SPECIFIC EXAMPLES

Public Safety Operations & Training Center

CITY OF GEORGETOWN

The new facility houses the city's fire departments and administrative offices, and support operations. The facility has technology enhancements with biometric access to weapons and evidence rooms. The center has an emergency operations center, a 911 dispatch center, locker rooms, a criminal investigation lab, and administrative/operational spaces. The facility included a 19,400 SF tactical training facility and a slow-speed driving track.



Define Scope and Project Goals

JMT collaborated closely with the Fire and Police Department leadership to accurately define their space and adjacency requirements. JMT developed a Project Management Plan to facilitate effective stakeholder communication. JMT oversaw the integration of complex IT/AV and security systems, ensuring that both the design and construction adhered to the City's rigorous design standards. JMT also partnered with City staff, the architect, and the CMAR to evaluate various amenity options, ultimately deciding to incorporate the Tactical Training Facility and slow-speed driving track while also designating space for a future shooting range.

ghborhood Services and Convention Center Renovations

CITY OF MESQUITE



The project included facility renovations to enhance public services and operational efficiency by transforming offices into police department training area with additional space remodeled for more City operations offices. The project also included remodeling the city's convention center to improve all public-facing areas.

Field Verification and Risk Mitigation

JMT's on-site QA/QC services include observation of GPR scanning of the 1-way structural slab for existing in-slab conduits and tensioning cables, and for existing pier caps and grade beams, and analysis of the cut-outs required for new MEP underground elements. The owner's feedback is that the invaluable assurance that the work is being done as per plans and specifications is a great risk mitigation for citizens and maximizes the use of time and project financial resources.

Main Administration Building and Garage

EL PASO WATER



The facility offers a high-performance workspace focused on employee health, flexibility, and collaboration, supporting 290 full-time employees. Based on a 10-year growth projection, the facility houses executive leadership, engineering, IT, finance, operations, and a boardroom. The first completed phase delivered a 58,500 SF two-story parking structure with approximately 145 spaces.

Budget Oversight and GMP Management

For the Main Administrative Building, JMT evaluated the CMAR's contract and collaborated closely with the CMAR, A/E, and owner throughout the design process across three GMP reviews. JMT reviewed design options and performed cost estimating, constructability reviews, and value engineering, and reviewed the CMAR's estimates and supported contingency allocation and GMP negotiations. During preconstruction and procurement, JMT continued to support the owner by ensuring GMP execution aligned with phase scope, monitoring changes, overseeing subcontractor buy out, and periodically reconciling the GMP with the CMAR to expedite contract closeout and maintain project control by identifying potential savings and cost overruns early.

Cedar Park Public Library

CITY OF CEDAR PARK



The Cedar Park Public Library was a fast-paced, multi-faceted project delivered in coordination with the adjacent Bell District redevelopment. The project required strict schedule adherence to support concurrent site improvements, utility installation, and phased development milestones tied to the Bell District and future Bell Park.

Schedule and Constructability Management

JMT worked proactively with the owner, A/E team, and contractor to identify and resolve constructability challenges, streamline submittal reviews, and expedite material procurement and delivery. Through continuous coordination and schedule management, JMT helped mitigate risks, maintain critical milestones, and prevent delays that could impact adjacent development and required occupancy timelines.

> Quality at JMT is not a checklist—it is a proactive, team-driven commitment to delivering reliable outcomes, minimizing risk, and exceeding client expectations at every stage.

Additional Data

Additional Data

JMT is a trusted Owner's Representative for public-sector clients, offering advisory and management services for projects of all sizes and delivery methods. We have extensive experience with municipal facilities, public safety infrastructure, and community developments, acting as the main coordinator among owners, designers, and contractors.

The table highlights JMT's ability to deliver comprehensive Owner's Representative services with consistent leadership, accountability, and technical expertise throughout each project.

We have included additional project highlights on the following pages.

JMT's Owner Representative Services

	Program Support / Assessment	Budget Verification / Cost Estimating	Schedule Management	Reporting	Procurement Support	QA/QC Procedures	Constructability Review	Value Engineering	Construction Oversight	OAC Coordination	Submittal and RFI Review	Change Order Review	Pay Application Review
Fire Station No. 3 City of Red Oak	●	●	●	●	●	●	●	●	●	●	●	●	●
Public Safety Training Facility City of Cedar Park			●	●		●	●		●	●	●	●	●
RECREATE Center City of Cedar Park			●	●		●	●		●	●	●	●	●
City Hall Renovations City of Cedar Park			●	●		●	●		●	●	●	●	●
Convention Center Renovations City of Mesquite	●	●	●	●	●	●	●	●	●	●	●	●	●
Fleet Services Facility City of Killeen	●	●	●	●	●	●	●	●	●	●	●	●	●
Evidence Storage Facility City of Killeen	●	●	●	●	●	●	●	●	●	●	●	●	●
Cedar Park Public Library City of Cedar Park			●	●		●	●		●	●	●	●	●
Public Safety Center City of Georgetown	●	●	●	●	●	●	●	●	●	●	●	●	●
Downtown Center, Library, and Garage City of Celina		●	●	●	●	●	●	●	●	●	●	●	●
Fire Station No. 19, 20, and 21 City of El Paso				●		●	●		●	●		●	●
Community Library Dripping Springs Community Library	●	●	●	●	●	●		●	●	●	●		●
Givens & Colony Park Aquatics City of Austin		●		●		●	●	●	●	●	●	●	●
Montopolis & Northwest Aquatics City of Austin		●		●		●	●	●	●	●	●	●	●
Training and Support Center CASA of Central Texas	●			●	●	●		●	●	●	●	●	●
Public Safety Building Hays County	●	●	●	●	●	●	●	●	●	●	●	●	●
Road and Bridge Maintenance Facility Washington County	●		●	●		●	●	●	●	●	●	●	●

DOWNTOWN CENTER, LIBRARY, AND GARAGE

City of Celina | Celina, TX



RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project is relevant to Rollingwood as it demonstrates the successful delivery of a centralized, multi-department municipal facility that supports both public services and internal City operations.

The Downtown Center, Library, and Garage project is an ambitious initiative aimed at revitalizing the heart of Celina by merging essential services, expanding public amenities, and fostering a sense of community.

This five-story, 115,245 SF facility (including a basement and rooftop) consolidates city administrative services and the community library into one central location. The building includes a 26,209 SF library, spanning multiple floors, significantly upgrading the current library space. It houses public meeting areas, ample resources, and modern technology. The rooftop will offer a community event space with panoramic city views, a catering kitchen, and turf for activities like family movie nights.

The project also includes a four-level, 25,202 SF parking garage with 366 parking spots to alleviate parking challenges for residents and visitors alike. The garage has a book drop, and storage areas for police, special events, and city needs.

COMPLETION	COST	TYPE	SIZE	DELIVERY
Est. December 2026	$100 Million	New Construction	144,447 SF	CMAR

MUNICIPAL FACILITY RENOVATIONS

City of Pflugerville | Pflugerville, TX



RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project reflects Rollingwood's needs through the adaptive reuse of existing facilities and the enhancement of both public-facing and operational spaces to improve functionality and service delivery.

One renovation was the Bohl's House, also known as the Heritage House Museum, which was restored to create more office space for the Parks and Recreation Department. The Bohl's house features include eight new offices, a break room, a conference room, equipment storage, and upgrades to the restroom facilities. The renovation included new plumbing, electrical wiring and light fixtures, updates to interior finishes, and adding air conditioning.

The Green Red Barn received structural improvements along with accessibility, safety, and aesthetic improvements to the existing restroom and adjacent pavilion. These improvements were identified as an important need since the City uses the facility for the local farmers market and used year-round as a rental to host family fun events.

The Gilleland Creek Bathhouse was improved for accessibility, functionality, and safety.

COMPLETION	COST	TYPE	SIZE	DELIVERY
March 2025	$1.6 Million	Renovations	2,818 SF	CSP

FIRE STATION NO. 3

City of Red Oak | Red Oak, TX



RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project supports Rollingwood's objectives by showcasing the delivery of a new municipal facility designed for efficient operations, adaptable space use, and long-term growth.

The new $11.5 million fire station features four drive-through equipment bays with associated exhaust and equipment required to maintain and service the station's primary function. The station has living quarters, including a kitchen, bath, shower rooms, and sleeping quarters for up to eight staff members.

As the Project Manager, JMT supported early project definition by participating in and advising on the CMAR qualifications and interview process, and leading programming meetings with the Fire Department Committee to confirm design needs and future growth goals. It was resolved that provisions for a future Phase 2 expansion of the Administration side of the building, along with additional crew quarters at the NE quadrant, would facilitate long-term expansion needs. JMT also recommended dual-use of the ICC500 storm shelter as a gear locker and storage area to improve floor plan efficiency.

COMPLETION	COST	TYPE	SIZE	DELIVERY
Est. July 2026	$11 Million	New Construction	12,000 SF	CMAR

FIRE STATIONS NO. 19, 20, AND 21

City of El Paso | El Paso, TX



RELEVANCY TO THE CITY HALL IMPROVEMENTS

These projects demonstrate experience modernizing facilities through renovations and system upgrades that improve performance, extend service life, and support critical operations, similar to Rollingwood's goals.

Renovations and targeted additions at Fire Stations No. 19, 20, and 21 improved overall functionality, safety, and operational efficiency while supporting modern emergency response needs. The work included expansion of apparatus bays, comprehensive interior renovations, and upgrades to mechanical, electrical, and plumbing systems, as well as energy-efficient improvements such as new windows and added insulation.

Enhancements to living quarters, support spaces, and gear storage areas improved day-to-day usability for staff, while site and structural upgrades strengthened the facilities' ability to accommodate heavy emergency vehicles. Collectively, these improvements modernized aging infrastructure, enhanced readiness, and extended the service life of all three stations.

COMPLETION	COST	TYPE	SIZE	DELIVERY
July 2023	$3.4 Million	Renovations	12,283 SF	CSP

PUBLIC SAFETY OPERATIONS & TRAINING CENTER

City of Georgetown | Georgetown, TX



RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project demonstrates experience delivering a multi-functional municipal facility with specialized program spaces and coordinated operations across departments.

The 76,000 SF facility houses the city fire departments and administrative offices, including the fire and life safety and fire plans review staff departments. The police department also includes the code enforcement department.

The facility contains a vast array of technology enhancements that provide excellent public safety services to the citizens of Georgetown. It is enhanced with biometric access devices that control entry to highly sensitive areas such as rooms with evidence or weapons. The center has an emergency operations center, a 9-1-1 dispatch center, locker rooms, a physical/defensive tactics training area, a criminal investigation lab, and administrative/operational spaces.

The development also included a 19,400 SF tactical training facility and slow-speed driving track. One of the innovations of the tactical training facility is the training bay, which has movable partitions to conduct reality-based training. Officers face scenarios that require quick, careful, and critical reactions.

COMPLETION	COST	TYPE	SIZE	DELIVERY
February 2015	$22 Million	New Construction	76,000 SF	CMAR

PUBLIC SAFETY BUILDING

Hays County | San Marcos, TX



RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project is relevant to Rollingwood as it involved delivering a multi-department facility with specialized operational and secure spaces, requiring coordination across agencies and systems.

The Public Safety Building is located at the second site location across from the County's pre-existing Government Center. The two-story facility houses the sheriff's administrative offices, Emergency Management Services, patrol, 911 dispatch, criminal investigation division, records division, human resources departments, and the office of compliance all of which could no longer be housed in the original location due to the County's growth and continuous need for new and high-tech safety operations.

Within the facility, a hardened structure covers and secures the 911 dispatch and Emergency Management Services to protect the operations in the event of an F3 tornado. The same area has redundant utilities for backup and power measures to ensure operations are still functional in case of environmental emergencies. This facility also has evidence storage, SWAT equipment, and secure canopy parking for an MRAP vehicle.

COMPLETION	COST	TYPE	SIZE	DELIVERY
October 2021	$40 Million	New Construction	64,400 SF	CMAR

ROAD AND BRIDGE MAINTENANCE FACILITY

Washington County | Brenham, TX



RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project is relevant to Rollingwood as it involved a multi-department facility with specialized operational requirements, supporting efficient service delivery through coordinated design and construction.

The facility houses the Road and Bridge Department, rural addressing, and environmental services and includes administrative operations along with a maintenance facility and fuel farm for fleet vehicles.

Shop maintenance components include bays to maintain county trucks, a mezzanine storage area, training/ event space, and storage for uniforms and tools. The yard has a loop road for truck movements carrying road material and a separate entrance and exit for visitor and staff vehicles.

The project required environmental protection requirements and coordination with the county engineer, and the Texas Commission of Environmental Standards related to permitting the new stormwater and fuel farm.

COMPLETION	COST	TYPE	SIZE	DELIVERY
March 2020	$5.2 Million	New Construction	17,373 SF	CSP

TRAINING AND SUPPORT CENTER

CASA of Central Texas | San Marcos, TX



RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project aligns with Rollingwood's needs by supporting both public-facing functions and internal operations through coordinated planning, procurement, and stakeholder engagement.

The new facility is a 6,000 SF office building that houses 15 CASA staff members and includes a 48-seat training room. This facility provided a location to train the court-appointed volunteer child advocates who work to improve the lives of foster children.

Working with the board and staff, JMT developed a master budget, schedule, and implementation strategy. JMT prepared all procurement documents, worked with CASA attorneys, and assisted with the designer and contractor procurement and selection. JMT also led the procurement of all owner-required services, such as geotech, survey, and environmental, and worked with TxDOT and the City.

COMPLETION	COST	TYPE	SIZE	DELIVERY
July 2020	$1.6 Million	New Construction	6,000 SF	CMAR

Attachments

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/28/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Edgewood Partners Ins Center
3780 Mansell Rd. Suite 370
Alpharetta GA 30022

CONTACT NAME: Greyling COI Specialist
PHONE (A/C, No, Ext): 470.582.9324 **FAX (A/C, No):** 470.582.9324
E-MAIL ADDRESS: greylingcerts@greyling.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Fire and Marine Insurance Co	20079
INSURER B : National Union Fire Ins Co of Pittsburg	19445
INSURER C : Westchester Surplus Lines Insurance Co	10172
INSURER D : AIU Insurance Company	19399
INSURER E :	
INSURER F :	

INSURED JOHNMIR1
Johnson, Mirmiran & Thompson, Inc.
40 Wight Avenue
Hunt Valley, MD 21030

COVERAGES **CERTIFICATE NUMBER:** 1968382187 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:			GL6952563	4/1/2026	4/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 2,000,000 $ 500,000 $ 25,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY			CA4629168	4/1/2026	4/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 2,000,000 $ $ $ $
C B	X **UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 0			G48724292002 BE019188276	4/1/2026 4/1/2026	4/1/2027 4/1/2027	EACH OCCURRENCE AGGREGATE Ea Occ/Agg	$ 5,000,000 $ 5,000,000 $ 5,000,000
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC067961235	4/1/2026	4/1/2027	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 2,000,000 $ 2,000,000 $ 2,000,000
A	Professional Liability incl. Pollution Liability			42EPP32528504	4/1/2026	4/1/2027	Per Claim Aggregate	$1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Owner's Representative Services for City Hall Improvements, 403 Nixon Drive, Rollingwood, Texas.
City of Rollingwood is named as an Additional Insured with respects to General Liability where required by written contract.

CERTIFICATE HOLDER

City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Gregg Bachtel

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2600 Via Fortuna, Suite 575,
Austin, TX 78746
(737) 243-1939
jmt.com

CITY OF ROLLINGWOOD



PROCEDEO

RESPONSE TO REQUEST FOR QUALIFICATIONS FOR OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

DUE: MONDAY, JUNE 8, 2026 AT 10:00 A.M.

ELECTRONIC



EARNING TRUST AND BUILDING SOLUTIONS FOR THE CITY OF ROLLINGWOOD

WE SHARE YOUR GOALS

The City of Rollingwood's needs are unique, and your vision is clear. PROCEDEO has the expertise and tools necessary to support you, so your focus can remain on the most important task at hand: delivering excellent services and being accessible to the public. Our team will listen to your needs and implement a customized strategy to serve your plans for growth.

By partnering with PROCEDEO, the City of Rollingwood can breathe easy knowing that our team is aligned with your goals and we are deeply committed to ensuring the success of your staff and community.

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Section 1

INTRODUCTION/COVER LETTER

1. INTRODUCTION/COVER LETTER

June 8, 2026

PROCEDEO
1450 Hughes Rd., Suite 215
Grapevine, TX 76051

Mr. Alun Thomas, City Administrator
City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

RE: RESPONSE TO REQUEST FOR QUALIFICATIONS | OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

It is with great enthusiasm that PROCEDEO submits our qualifications for the City of Rollingwood (the City) Request for Qualifications Owner's Representative Services for the City Hall Improvements project. During the pre-proposal meeting, we gained a clear understanding of the City's priorities. Beyond managing a project, the City is seeking a trusted advisor and advocate—someone who will help guide the process, protect the City's interests, provide objective recommendations, and ensure decisions align with the project's goals and budget. We understand the importance of delivering a functional, well-built facility while maintaining transparency, accountability, and responsible stewardship of public funds.

As a subsidiary of The CORE Group (CORE), PROCEDEO benefits from the resources and expertise of the nation's top-ranked public safety builder by the *BD+C Giants 400 Report*. Together, we bring extensive experience in municipal, civic, and public safety facilities, along with a proven track record of representing owners throughout planning, design, procurement, and construction.

We recognize the City's desire for a partner who will help refine project needs, identify potential challenges early, and provide the guidance necessary to make informed decisions throughout the project. Our team is committed to serving as an extension of City staff, providing proactive oversight, evaluating project risks, and helping ensure that budget, scope, and stakeholder expectations remain aligned.

At PROCEDEO, we believe The Client Decides. This philosophy drives our commitment to trust, transparency, and client service. We take pride in being strong advocates for our clients and delivering projects that achieve their goals while minimizing surprises along the way.

Headquartered in North Texas, with offices in Frisco, Georgetown, Grapevine, and Fort Worth, PROCEDEO understands the needs of Texas communities and is excited about the opportunity to support the City of Rollingwood on this important project.

Thank you for your consideration. We look forward to the opportunity to serve as your trusted partner and advocate throughout the City Hall Improvements project. I will serve as your main point of contact throughout this process. Please call me at 817.312.7598 or email me at bryandodson@procedeogroup.com should you have any questions, require additional information, or need further clarification.

Respectfully submitted,

Bryan Dodson
Vice President

PROCEDEO is in receipt of and acknowledges Addendum No. 1 dated Monday, June 1, 2026.

Section 2

FIRM DESCRIPTION

2. FIRM DESCRIPTION

Provide the name and address of the firm with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. List number of years providing owner's representative services, specifically for local government entities. All submitting firms must identify the location of any parent office(s), and the location of the office that will be principally responsible for the project.

Firm Name and Address: PROCEDEO
4407 N. Interstate Hwy 35, #102
Georgetown, TX 78626

Contact: Bryan Dodson
P: 817.312.7598 **| Fax:** N/A

Email: bryandodson@procedeogroup.com
He is authorized to make representations for the organization.

Years of Service: PROCEDEO has been providing owner's representative services for eight years, with a focus on local government entities and K-12 educational clients.

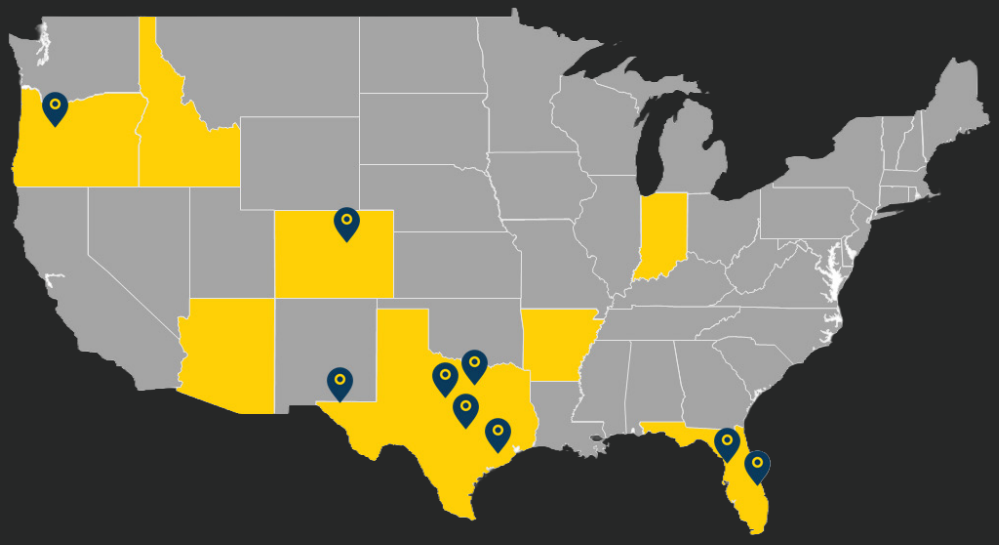
Parent Office Location: *Headquarters - Grapevine, TX*
1450 Hughes Rd., Suite 215
Grapevine, TX 76051

Principal Office for the Project: Our Georgetown office will be principally responsible for the project, ensuring local support and expertise.

CURRENT OFFICES

Office Locations

PM Work Performed



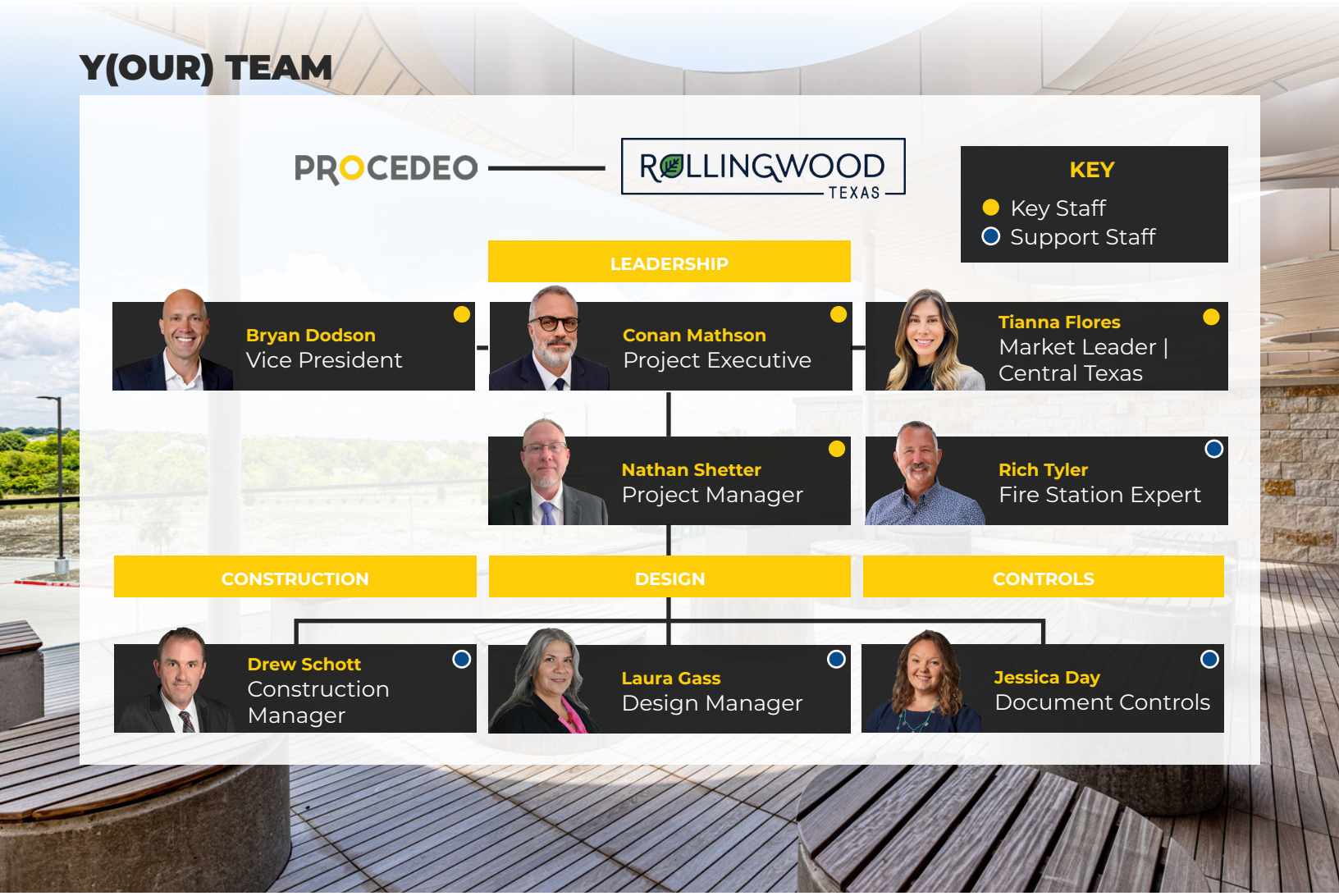
For the office responsible, please provide an Organizational Chart depicting:

a. Key staff proposed for the City's Project.

b. All staff members who will be involved in supporting the firm's efforts.

Please refer to our organizational Chart below; the team listed will be actively supporting the project.

Y(OUR) TEAM



100%
Repeat Clients

$8.5B
Value of Projects Nationwide

$1B
Value of Fire Station Projects

Section 3

PROJECT TEAM AND QUALIFICATIONS

3. PROJECT TEAM AND QUALIFICATIONS

a. Identify all key personnel, their relationship to the project, relevant qualifications and experience, degrees held, registrations, memberships, years with the firm, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.

Please refer to resumes on pages 6-11.

i. Identify all staff members who hold a Certified Construction Manager (CCM) in project leadership capacity. (Must be employees of the prime firm at the time of submission.)

Conan Mathson, CCM – Project Executive

Conan holds the CCM credential and will serve in a project leadership capacity as Project Executive. He is an employee of PROCEDEO and will provide strategic oversight, staffing leadership, and executive-level support throughout project delivery.

ii. List of personnel experience specifically in the municipal facilities market.

Please refer to resumes on pages 6-11.

iii. Identify the person who will be primarily responsible for contact with the City.

Conan Mathson will be the primary contact with the City.

OUR VALUES

COLLABORATION
We work together with all parties during every phase to fulfill our core purpose. Creating an inclusive environment that values the opinions of all program team members in efforts to seek the best solutions for our clients.

TRANSPARENCY
Operating with openness, communication and accountability in such a way that it is easy for others to see what actions are performed.

FLEXIBILITY
Our ability to scale our experienced program team members based on the need of the program provides efficient services and financial value to our clients.

COMMUNITY FOCUSED
We seek to develop a partnership with the communities we serve, and will build a tailored communication and community engagement plan specific to the City's program.



iv. For team members in a project support role, provide a half page résumé with the following information:

1. Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm.

2. List of personnel experience, specifically in the municipal facilities market.

Please refer to resumes on pages 6-11.

b. Provide a brief outline of the firm's staffing and ability to meet the schedule and deadlines described in this RFQ.

FIRM'S STAFFING AND ABILITY TO MEET THE SCHEDULE AND DEADLINES

PROCEDEO has the staffing depth, organizational structure, and technical resources necessary to successfully meet the project schedule and all deadlines identified in this RFQ. Founded in 2018, PROCEDEO currently maintains a national staff of more than 60 professionals with over 700 years of combined experience in owner representation, program management, design management, procurement, construction administration, and project controls.

Our staffing model is structured to provide dedicated project leadership supported by specialized technical personnel in controls, construction management, procurement, scheduling, design review, QA/QC, and stakeholder coordination. This structure allows PROCEDEO to scale resources up or down as project demands evolve while maintaining continuity and responsiveness throughout the project lifecycle.

The proposed team has extensive experience successfully managing multiple concurrent public-sector projects with aggressive schedules and complex stakeholder coordination requirements. Our use of centralized reporting systems, project controls platforms, and collaborative management tools ensures schedule accountability, transparent communication, and timely decision-making.

c. Provide information related to the level of knowledge of applicable local, state and federal regulations including but not limited to those regarding construction, development, building codes, environmental quality, and drainage.

EXPERTISE IN LOCAL, STATE, AND FEDERAL REGULATIONS

PROCEDEO has experience coordinating with municipalities, utility providers, design professionals, contractors, and other project stakeholders throughout planning, design, procurement, construction, and closeout. Our team has supported projects involving zoning processes, permitting activities, infrastructure planning, utility coordination, constructability reviews, risk management, and technical analyses related to site development. We have also coordinated projects involving stormwater management, grading, drainage, utilities, and other site considerations. Through ongoing collaboration with owners, architects, engineers, contractors, and public agencies, PROCEDEO works to identify potential issues early and maintain alignment between project scope, schedule, budget, and project objectives.

d. Identify any sub-contractors proposed for the project and list the proposed Project roles and responsibilities for each sub-contractor.

PROCEDEO is not suggesting any trade partners or vendors at this time. We will work with the City to select the most qualified trade partners to complete your scope of work on the City Hall Improvements project. The ultimate result is the City benefiting from trade partners who care about safety, quality, cost, schedule, and client satisfaction as much as we do.



BRYAN DODSON

Bryan is an accomplished leader with over 20 years of experience in client services, program management, and board governance. He has extensive experience in the K-12 sector, where he has successfully delivered data-driven strategies to optimize organizational efficiencies, saving Clients money and allowing school districts to redirect those dollars to maximize student opportunities and outcomes.

VICE PRESIDENT

YEARS OF EXPERIENCE

24

YEARS WITH PROCEDEO

2

EDUCATION

- B.S., Journalism, *University of Texas at Austin*

REGISTRATIONS/ MEMBERSHIPS

- Former Board Member: Frisco ISD Board of Trustees
- Former Commissioner: Frisco Economic Development Corporation

LEVEL OF EFFORT

- 25%

RELEVANT EXPERIENCE

The Star in Frisco, Dallas Cowboys Headquarters*
Frisco, TX | Value: $90M | Size: 81 acres | Role: Board Member

PGA of America Corporate Headquarters
Frisco Relocation*
Frisco, TX | Value: $500M | Size: 600 acres | Role: Board Member

Fort Worth ISD
2017 Bond Program*
Fort Worth, TX | Value: $750M | Size: 32 Projects | Role: Board Member

Fort Worth ISD
2021 Bond Program*
Fort Worth, TX | Value: $1.2B | Size: 27 Projects | Role: Executive Vice President

Portland Public Schools
2025 Bond Program
Portland, OR | Value: $1.8B | Size: 100+ Projects | Role: Executive Vice President

Elgin ISD
2024 Bond Program
Elgin, TX | Value: $375M | Size: 8 Projects | Role: Executive Vice President

DeSoto ISD
2025 Bond Program
DeSoto, TX | Value: $199M | Size: 14 Projects | Role: Executive Vice President

**Prior to joining PROCEDEO*



TIANNA FLORES

As Market Leader for Central Texas, Tianna is a dedicated client advocate and relationship leader, responsible for guiding projects from planning through execution while representing owners' interests at every stage. She leads PROCEDEO team initiatives and oversees project management, construction management, and owner representation services, partnering closely with clients and communities to deliver successful outcomes.

MARKET LEADER CENTRAL TEXAS

YEARS OF EXPERIENCE

15

YEARS WITH PROCEDEO

1

EDUCATION

- B.S., Construction Technology, *Texas State University*

REGISTRATIONS/ MEMBERSHIPS

- American Sports Builders Association (ASBA)
  - Certified Field Builder - Synthetic
  - Certified Track Builder
  - Certified Tennis Court Builder

LEVEL OF EFFORT

- 25%

7 CIVIC PROJECTS COMPLETED

$48.2M IN CIVIC PROJECTS

RELEVANT EXPERIENCE

City of Portland
Municipal Park & Sports Complex*
Portland, TX | Value: $18M | Size: 22 Acres – Park, 28 Acres – Sports Complex (50 Acres total for both sites) | Role: VP Design Build

City of Artesia
City of Champions Sports Complex*
Artesia, NM | Value: $4M | Size: 20 Acres | Role: VP Design Build

City of Eagle Pass
City of Eagle Pass Patsy Winn Sports Complex*
Eagle Pass, TX | Value: $17M | Size: 49 Acres | Role: VP Design Build

City of Woodburn
Legion Park*
Woodburn, OR | Value: $2M | Size: 5 acres | Role: VP Design Build

City of Hereford
Hereford Sports Complex*
Hereford, TX | Value: $1.2M | Size: 3 Acres | Role: VP Design Build

City of Sandpoint Idaho
War Memorial Field*
Sandpoint, ID | Value: $3M | Size: 4.5 Acre | Role: VP Design Build

City of Sierra Vista
Domingo Paiz Sports Complex & Cyr Center Park*
Sierra Vista, AZ | Value: $3M | Size: 5 Acres| Role: VP Design Build

**Prior to joining PROCEDEO*



CONAN MATHSON, CCM

Conan is a solutions-oriented facilities and operations professional with over three decades of experience managing municipal operations, facility planning and construction. Conan will be responsible for providing seamless communication, strategic oversight, and a commitment to providing skilled professionals who integrate seamlessly into the City's project teams.

PROJECT EXECUTIVE

YEARS OF EXPERIENCE

34

YEARS WITH PROCEDEO

3

REGISTRATIONS/ MEMBERSHIPS

- Certified Construction Manager (CCM)
- OSHA 30-Hour
- OSHA 48-Hour
- Construction Site Safety Certification

LEVEL OF EFFORT

- 50%

12 CIVIC PROJECTS COMPLETED

$43.9M IN CIVIC PROJECTS

RELEVANT EXPERIENCE

City of Arlington
OTT Cribbs Public Safety Center*
Arlington, TX | Value: $2.8M | Size: 15,882 SF | Role: Project Executive

Tarrant County
Mansfield Sub Courthouse*
Tarrant County, TX | Value: $4.3M | Size: 29,000 SF | Role: Project Manager

Tarrant County
Southeast Sub Courthouse*
Tarrant County, TX | Value: $9.8M | Size: 54,600 SF | Role: Project Executive

City of North Richland Hills
Public Library*
North Richland Hills, TX | Value: $7.5M | Size: 58,800 SF | Role: Project Executive

City of Arlington
South Arlington Police Serve Center*
Arlington, TX | Value: $5.7M | Size: 25,331 SF | Role: Project Executive

City of Roanoke
Recreation Center*
Roanoke, TX | Value: $3.7M | Size: 32,000 SF | Role: Project Executive

City of Watauga
City Hall*
Watauga, TX | Value: $2.7M | Size: 25,000 SF | Role: Project Executive

**Prior to joining PROCEDEO*



NATHAN SHETTER

Nathan brings over two decades of experience in the construction and project management industry. His expertise spans pre-construction planning, integrated project delivery, and construction management. Nathan is highly regarded for his leadership, commitment to client satisfaction, and ability to foster collaborative relationships among stakeholders, including clients, design teams, and building partners.

PROJECT MANAGER

YEARS OF EXPERIENCE

20

YEARS WITH PROCEDEO

2

EDUCATION

- B.S., Biology, *Northern Arizona University*

REGISTRATIONS/ MEMBERSHIPS

- Texas Association of School Business Officials (CTSBO)
- Association for Learning Environments (A4LE)

LEVEL OF EFFORT

- 100%

RELEVANT EXPERIENCE

Liberty Hill ISD
2022 Bond Program
Liberty Hill, TX | Value: $342M | Size: 2 Projects | Role: Project Manager

Elgin ISD
2024 Bond Program
Elgin, TX | Value: $375M | Size: 8 Projects | Role: Project Manager

Round Rock ISD
2014 bond program
Round Rock, TX | Value: $287M | Size: 59 Projects | Role: Project Manager



FIRE STATION EXPERT

YEARS OF EXPERIENCE | 35

YEARS WITH PROCEDEO | 3

EDUCATION

- B.S., Mass Communications, *Walla Walla University*

REGISTRATIONS/ MEMBERSHIPS

- International Code Council Fire Inspector I & II
- International Code Council Fire Plans Review

RICH TYLER

Rich draws from his 25 years as a firefighter to offer firsthand insights into crisis management, emergency response, and the pivotal significance of safeguarding. With a seamless transition into the construction sector, he capitalizes on his distinctive viewpoint to cultivate safety and enhance operational efficiency. Rich applies his firsthand emergency response experience to help project teams understand fire station operations, anticipate safety and functionality needs, and support facilities that serve first responders effectively from day one.

RELEVANT EXPERIENCE

City of Boise
Boise Fire Station No. 13
Boise, ID | Value: $9.9M | Size: 11,000 SF

Coeur d'Alene Police Department
Headquarters Expansion
Coeur d'Alene, ID | $5.4M | Size: 6,484 SF



CONSTRUCTION MANAGER

YEARS OF EXPERIENCE | 31

YEARS WITH PROCEDEO | 6

EDUCATION

- B.S., Construction, *Louisiana State University*

DREW SCHOTT

Drew has a proven track record of success in civic construction and project management in the public and private sectors that spans over 30 years. He will oversee the construction, quality controls, and inspections. His experience in CPM scheduling, cost estimating, design review, quality control, and project administration will greatly benefit the City and the project team in achieving excellence.

RELEVANT EXPERIENCE

East Baton Rouge
Fire Station No. 7*
Baton Rouge, LA | Value: $6M | Size: 20,000 SF

Fort Worth ISD
2017 Bond Program
Fort Worth, TX | Value: $750M | Size: 32 Projects

Fort Worth ISD
2021 Bond Program
Fort Worth, TX | Value: $1.2B | Size: 27 Projects

**Prior to joining PROCEDEO*



DESIGN MANAGER

YEARS OF EXPERIENCE | 33

YEARS WITH PROCEDEO | 2

EDUCATION

- B.S., Architecture, *University of Houston*

REGISTRATIONS/ MEMBERSHIPS

- Licensed Architect
- American Institute of Architects (AIA)
- LEED AP
- Project Management Professional (PMP)
- RAS

LAURA GASS, AIA, LEED AP, PMP, RAS

With 33 years of experience in architectural design, project coordination, and program management, Laura specializes in bridging the gap between design and execution. As Design Manager, she will oversee design development, ensure compliance with client standards and regulatory requirements, and coordinate with architects, engineers, and building partners. With a keen eye for detail and a solutions-driven approach, Laura streamlines design processes, mitigates risks, and ensures constructability.

RELEVANT EXPERIENCE

Liberty Hill ISD
2022 Bond Program
Liberty Hill, TX | Value: $342M | Size: 2 Projects

Elgin ISD
2024 Bond Program
Elgin, TX | Value: $375M | Size: 8 Projects

City of Austin
Dougherty Arts Center*
Austin, TX | Value: $58M | Size: 109,803 SF

**Prior to joining PROCEDEO*



DOCUMENT CONTROLS

YEARS OF EXPERIENCE | 13

YEARS WITH PROCEDEO | 6

EDUCATION

- A.S., Accounting, *Dallas County Community College*

JESSICA DAY

Jessica brings 13 years of industry experience and is responsible for carefully reviewing all plans, materials, and documentation for your project. Her understanding of construction and code allows our team to create and complete accurate estimates. Jessica will collaborate with the design teams and the City to conduct thorough reviews of bid documents. Value engineering and risk mitigation will be addressed during this process and Jessica will ensure the team effectively achieves best value.

RELEVANT EXPERIENCE

Elgin ISD
2024 Bond Program
Elgin, TX | Value: $375M | Size: 8 Projects

Fort Worth ISD
2017 Bond Program
Fort Worth, TX | Value: $750M | Size: 32 Projects

Fort Worth ISD
2021 Bond Program
Fort Worth, TX | Value: $1.2B | Size: 27 Projects

Section 4

SCOPE OF SERVICES

4. SCOPE OF SERVICES

Generally discuss the firm's approach to accomplishing the "Scope of Services" section above.

PROPOSED DELIVERABLES AND WORK PRODUCTS

PROCEDEO will provide comprehensive owner's representative services to support the City throughout the planning, design, procurement, construction, and closeout phases of the City Hall Improvements project. These services will include project management, advisory support, and coordination to help ensure the successful delivery of a functional, cost-effective, and high-quality facility that meets the City's operational needs. Our services will consist of detailed project plans, schedules, reports, and documentation designed to support informed decision-making and maintain alignment with the City's goals. Acting as the City's primary liaison, we will facilitate collaboration among all stakeholders, including the design team, contractors, utility providers, and regulatory agencies.

PROCEDEO will serve as an extension of the City's staff and act as the City's representative throughout all phases of the project. Additionally, we will provide regular written updates, meeting facilitation, and tools such as value engineering logs, risk registers, and cost reconciliation reports to ensure transparency and control throughout the project lifecycle. Our team will also provide executive-level reporting, stakeholder coordination, and regular presentations to City administration and City Council to support informed decision-making throughout the project.

IDENTIFICATION OF FINAL PRODUCTS OR DELIVERABLES

The final deliverables for the City Hall Improvements project will include:

- ***A Comprehensive Project Management Plan:*** detailing project goals, scope, budget, schedule, and risk management strategies.
- ***A Master Project Schedule:*** integrating all project components, including design, permitting, procurement, construction, and closeout activities.
- ***Budget and Cost Management Reports:*** updated regularly to track expenditures, cost estimates, and budget alignment.
- ***Design Review Reports:*** including constructability reviews, value engineering logs, and cost-reconciliation reports at key milestones.
- ***Procurement Documentation:*** such as RFQs, RFPs, bid evaluations, and contractor selection recommendations.
- ***Construction Progress Reports:*** providing updates on construction activities, schedule tracking, budget, quality assurance, and issue resolution logs.
- ***Closeout Documentation:*** including as-built drawings, O&M manuals, warranties, and final payment recommendations.
- ***Post-Construction Support:*** including warranty reviews and resolution of post-construction issues at 12- and 24-month intervals.

TASKS TO BE PERFORMED

- ***Project Initiation and Planning:*** During this phase, PROCEDEO will establish project goals, finalize the scope, develop the project management plan, and create the master schedule. The Project Manager (PM) will lead this effort with input from the City and key stakeholders. PROCEDEO will also establish communication protocols, coordinate with utilities and regulatory agencies, and assist the City in maintaining alignment between scope, schedule, budget, and operational objectives.

- ***Design Phase:*** PROCEDEO will facilitate design coordination meetings, review design documents for constructability and budget alignment, and provide value engineering recommendations. The Design Manager and PM will collaborate with the architect and City staff to ensure alignment with project goals. Our team will monitor all parties' efforts for conformance to budget and schedule, notify the City of any concerns or trends affecting project delivery, and assist in developing detailed cost estimates and value engineering solutions throughout design.

- ***Preconstruction and Procurement:*** In this phase, PROCEDEO will develop RFPs, evaluate proposals, assist in contractor selection, and validate procurement strategies. The Project Executive and PM will work closely with the City's procurement team to ensure a transparent and efficient process. PROCEDEO will also assist with contractor negotiations, review construction cost proposals and Guaranteed Maximum Price (GMP) submissions, facilitate preconstruction meetings, and coordinate preparation of contract documents for review by the City and legal counsel.

- ***Construction Phase:*** PROCEDEO will oversee construction progress, ensuring adherence to budget, schedule, and quality standards. The Construction Manager will monitor construction activities, address any issues promptly, and maintain open communication with all stakeholders. Our team will review schedules of values, contractor schedules, progress payment applications, change order requests, RFIs, ASIs, and submittals to ensure consistency with the Contract Documents and Project objectives. PROCEDEO will generate weekly site observation reports, coordinate inspections and testing, document deficiencies, monitor corrective work, and oversee punch-list activities through completion.

- ***Closeout and Post-Construction:*** During the final phase, PROCEDEO will verify receipt of closeout documentation, support commissioning, manage warranty reviews, and resolve post-construction issues. The PM will coordinate with contractors and City staff to ensure a seamless transition to operational status. PROCEDEO will verify completion and delivery of all Project Record Documents, O&M manuals, warranties, as-built drawings, and staff training while continuing to support the City during warranty and post-occupancy periods.

GUIDING THE PROJECT FROM PLANNING TO CLOSEOUT



Section 5

REFERENCES

5. REFERENCES

Identify at least three (3) similar clients that the firm currently provides or has previously provided service to, preferably municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed.

ELGIN ISD | 2024 BOND PROGRAM



PROJECT MANAGER: Carlos Rodriguez

PHONE NUMBER: 830.513.7898

DESCRIPTION OF WORK PERFORMED: PROCEDEO is providing project management services for Elgin ISD's 2024 Bond Program. Responsibilities include bringing process and procedures, forms and templates, to help manage the design and construction teams in order to keep the project within budget and on schedule. Projects will include a new elementary and middle school, additional school capacity, intermediate school renovations, athletic improvements, transportation facility (phase II), general campus upgrades, and a CTE/Press box addition.

LIBERTY HILL ISD | 2021 BOND PROGRAM

PROJECT MANAGER: Dustin Akin

PHONE NUMBER: 512.713.3289

DESCRIPTION OF WORK PERFORMED: PROCEDEO is providing Project Management services for two new schools in Liberty Hill ISD. The middle school is 190,000 square feet on a 60-acre site and has initially opened as a high school while the new High School No. 2 is being constructed. High School No. 2 is 475,000 square feet on a 90-acre site. Middle School No. 3 was completed in summer 2024, and the high school will be completed this summer.



GEORGETOWN ISD | 2023 BOND PROGRAM



PROJECT MANAGER: Jimmy Jones

PHONE NUMBER: 512.635.7898

DESCRIPTION OF WORK PERFORMED: PROCEDEO is currently providing Program Management services for two new elementary schools in Georgetown ISD, Elementary No. 11 and Elementary No. 12, and two new Agricultural Barns at two of Georgetown ISD's existing high schools. Additionally, PROCEDEO managed the delivery and setup of three portable classrooms throughout the district for a cost of $111M, which was completed in January 2024.



Section 6

QUALITY CONTROL

6. QUALITY CONTROL

Describe how the successful respondent will manage quality control/quality assurance to monitor and resolve issues and check cross-reference documents, consultant and contractor's work, invoicing, quantities, bids, design reviews, change orders and so forth. Specific examples shall be included in the proposal, as applicable.

PROCEDEO's Quality Assurance/Quality Control (QA/QC) approach is built around proactive oversight, structured communication, and disciplined project controls to ensure all project components align with the City's goals for quality, budget, schedule, and operational performance. Our methodology combines experienced leadership, integrated technology platforms, documented review procedures, and real-time reporting to identify and resolve issues before they impact the project.

As the Owner's Representative, PROCEDEO functions as an extension of the City's staff, providing independent oversight and verification throughout planning, design, procurement, construction, close out, and warranty. Our QA/QC processes focus on transparency, accountability, constructability, cost validation, and document coordination to ensure the project is delivered in accordance with the City's expectations.

DOCUMENT COORDINATION AND CROSS-REFERENCE REVIEWS

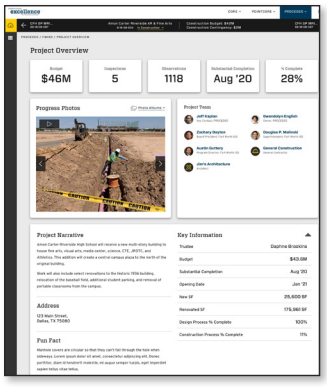
PROCEDEO utilizes a structured document review process to verify consistency between drawings, specifications, consultant deliverables, schedules, estimates, and procurement packages. During the design phase, our team conducts detailed constructability, biddability, and coordination reviews to identify discrepancies, omissions, scope gaps, and conflicting information before documents are issued for pricing or construction.

Our reviews include cross-referencing architectural, civil, structural, mechanical, electrical, plumbing, and technology documents to verify scope alignment between drawings and specifications. We also review consultant deliverables for completeness, interdisciplinary coordination, adherence to project requirements, code compliance, and consistency with the approved program, budget, and schedule. In addition, we review phasing plans, logistics, utilities, operational continuity requirements, City standards, code compliance requirements, and quantity takeoffs to confirm bid package completeness and overall project coordination.

Throughout the design process, PROCEDEO works closely with consultants to identify and resolve coordination issues, document review comments, and design conflicts to help ensure a complete, coordinated, and constructible set of contract documents.

To support these efforts, PROCEDEO leverages industry-leading tools such as Procore, Bluebeam Revu, Primavera P6, BIM coordination platforms, and Operational Excellence (OPEX) dashboards to centralize document management and maintain real-time collaboration between the City, consultants, contractors, and stakeholders.

OPEX DASHBOARD





6. Quality Control

DESIGN REVIEWS AND CONSTRUCTABILITY OVERSIGHT

Our design management team, including licensed architects, engineers, and construction professionals, performs milestone reviews throughout schematic design, design development, and construction documents. These reviews evaluate constructability, sequencing, budget alignment, schedule impacts, operational functionality, long-term maintenance considerations, and interdisciplinary coordination.

PROCEDEO also facilitates value engineering workshops and maintains detailed value engineering logs that track all proposed cost-saving opportunities, estimated impacts, approvals, and implementation status. This process allows the City to make informed decisions while maintaining transparency throughout design development.

As demonstrated on major public-sector programs including Fort Worth ISD, Georgetown ISD, Gregory-Portland ISD, Portland Public Schools, and Dallas County projects, these procedures have consistently reduced project risk, improved document coordination, and minimized costly revisions during construction.

CONTRACTOR OVERSIGHT AND CONSTRUCTION QA/QC

During construction, PROCEDEO provides comprehensive oversight of contractor performance through routine site observations, progress verification, quality inspections, coordination meetings, and continuous monitoring of compliance with contract documents. Our team tracks deficiencies, punch list items, corrective actions, safety concerns, and operational impacts to ensure accountability and timely issue resolution.

Each identified issue is documented, assigned to the responsible party, monitored through completion, and communicated transparently to the City. PROCEDEO's QA/QC framework includes preparatory inspections, initial work inspections, follow-up inspections, commissioning coordination, deficiency tracking, and closeout verification to ensure quality standards are maintained throughout the project lifecycle.

INVOICE, PAY APPLICATION, AND QUANTITY VERIFICATION

PROCEDEO performs detailed reviews of contractor and consultant invoicing to ensure all requested payments are accurate, contractually compliant, and supported by verified field progress. Our controls team validates completed quantities, Schedule of Values allocations, stored materials, retainage, contingency usage, GMP compliance, lien releases, and supporting documentation prior to recommending payment approval.

In addition, our team provides real-time financial reporting and forecasting to monitor committed costs, projected costs at completion, contingency utilization, and budget alignment throughout the project lifecycle. This disciplined process allows the City to maintain full visibility into project finances while minimizing financial risk.

6. Quality Control

BID AND PROCUREMENT VALIDATION

PROCEDEO oversees procurement processes to ensure fairness, competitiveness, and alignment with project goals. Our team reviews bid tabulations, evaluates scope coverage, verifies quantities, analyzes alternates, reviews contractor qualifications, and validates assumptions and exclusions to ensure bid packages are complete, coordinated, and competitively priced.

We work collaboratively with the City and design team throughout procurement to ensure documents are biddable, constructable, and aligned with budget and schedule objectives prior to issuance.

CHANGE ORDER MANAGEMENT

PROCEDEO maintains strict change management procedures to protect the City's budget and minimize unnecessary costs. All change orders are reviewed for contractual entitlement, scope justification, quantity validation, labor and material pricing accuracy, schedule impacts, and contingency availability.

Our team provides independent recommendations prior to City approval to ensure all change orders are reasonable, properly documented, and aligned with the overall project goals. Whenever possible, we also evaluate alternative solutions and value opportunities that may reduce project impacts or overall cost exposure.

SPECIFIC EXAMPLES OF QA/QC SUCCESS

PROCEDEO successfully implemented these QA/QC and cost control procedures on the Gregory-Portland ISD All-Purpose Sports Facility project, where the project initially faced a $3.3 million budget overrun. Through collaborative document review, value engineering, contractor coordination, and disciplined cost management oversight, PROCEDEO identified and implemented solutions that resulted in approximately $7.3 million in savings while maintaining the project schedule and program objectives.

Similarly, on the Fort Worth ISD 2017 and 2021 Bond Programs, PROCEDEO provided oversight for 59 projects totaling approximately $1.95 billion in value. Through disciplined QA/QC procedures, document coordination, schedule management, and cost validation processes, the program achieved more than $42 million in savings returned to the City.

PROCEDEO's comprehensive QA/QC methodology ensures projects are delivered with accountability, transparency, and measurable results while protecting the City's interests throughout every phase of the project lifecycle.



Section 7

ADDITIONAL DATA

7. ADDITIONAL DATA

This section will be limited to five (5) pages. Responses may include any other information the respondent deems essential to the evaluation of the statement of qualifications.

UNDERSTANDING ROLLINGWOOD AND THE CENTRAL TEXAS REGION

PROCEDEO recognizes that the City Hall Improvements project is more than a facility upgrade—it is a long-term investment in the City's ability to serve the Rollingwood community. With the existing facility dating back to 1975 and serving approximately 1,500 residents, this project presents an opportunity to modernize critical municipal functions while ensuring the facility remains practical, efficient, and responsive to the City's needs for decades to come.

Through the pre-proposal meeting and our review of available information, we understand the facility will support multiple essential City services, including City administration, police, fire, and public works operations. The inclusion of Fire Department facilities, including sleeping accommodations, a kitchen, and apparatus space, creates unique operational requirements that must be carefully considered throughout programming, design, and construction to ensure the facility effectively supports first responders and City staff.

We also understand that Rollingwood is a close-knit community where capital projects are highly visible and where responsible stewardship of public funds is paramount. During the pre-proposal meeting, City leadership emphasized the importance of having a trusted advocate who can guide the City through the process, provide objective recommendations, and help avoid unexpected costs or unnecessary change orders. This aligns directly with PROCEDEO's approach to Owner's Representation.

While PROCEDEO serves clients throughout Texas, our proposed team includes Central Texas-based professionals who live and work in the region and understand the unique challenges facing communities in the greater Austin area. We are familiar with current market conditions, including construction cost escalation, contractor availability, long-lead procurement items, and the importance of balancing project scope with available funding.

We recognize the City's desire to deliver a functional, well-built facility that meets operational needs without unnecessary complexity. Our role is to serve as an extension of City staff, helping leadership make informed decisions, identify risks early, maintain alignment between scope and budget, and successfully deliver a project that serves the residents of Rollingwood for years to come.

PROCEDEO'S COMMITMENT TO THE CITY OF ROLLINGWOOD

At PROCEDEO, we believe that true program success comes not only from delivering exceptional results, but from building lasting relationships grounded in trust, transparency, and shared purpose. As we embark on this journey with the City of Rollingwood, our commitment is to become more than just a service provider—**we are here to serve as a seamless extension of your team and a dedicated part of the City of Rollingwood family.**



Conan's Additional Civic Experience

CLIENT PROJECT	SQ. FT.
Tarrant County Mansfield Sub Courthouse	29,000
City Roanoke Recreation Center	32,000
City of Watauga City Hall	25,000
Town of Trophy Club Municipal Building	4,064
City Roanoke Concession Building Addition	2,000
City of Watauga Animal Shelter	2,500
City of Watauga Public Library Additions and Renovations	28,500
South Arlington Police Service Center	25,331
OTT Cribbs Public Safety Center	15,882
City of Arlington Animal Service Center	19,950
Tarrant County Texas Southeast Sub Courthouse	54,600
City of North Richland Hills Public Library	58,800
Total	**297,627**

Completed with previous firm

CONAN BRINGS EXPERIENCE FROM 12 CIVIC PROJECTS THE CITY.



CITY OF ROANOKE RECREATION CENTER



CITY OF WATAUGA CITY HALL



NORTH RICHLAND HILLS PUBLIC LIBRARY

VALUE ADDED SERVICES

GRANTS: WHAT WE OFFER | A STRATEGIC ADVANTAGE AT NO COST

Led by PROCEDEO's experienced Grants Manager, Ruby Dykes, our grant services provide clients with a powerful added-value advantage: support in identifying, securing, and managing critical funding opportunities. Whether pursuing capital improvements, facility development, infrastructure projects, program expansion, operational initiatives, or community-focused investments, Ruby helps align funding strategies with organizational goals. From grant identification and application support to compliance and reporting, PROCEDEO helps clients maximize available funding resources— **at no additional cost to you.**

STRATEGIC ALIGNMENT

Aligning your construction and operational goals with the right funding streams.

EXPERT GUIDANCE

Navigating proposal development, compliance, and reporting requirements.

MAXIMIZED DOLLARS

Reducing financial barriers and increasing your funding impact.

CITY/COUNTY SECTOR FOCUS

Leveraging deep experience with HUD, FEMA, USDA, and various local city/county funding programs.

INTEGRATED TIMELINE

Synchronizing funding with YOUR timeline and project schedule.

LONG-TERM SUPPORT

Extending beyond construction to sustainability and community impact.

PUBLIC-PRIVATE PARTNERSHIPS | P3

Led by Roger Baum, Vice President of Partnerships and Revenue Generation, PROCEDEO helps public entities identify creative, sustainable, and locally tailored funding solutions. Roger's work focuses on uncovering new revenue streams, strategic partnerships, and cost-saving opportunities that complement traditional funding sources. Through public-private partnerships, sponsorship opportunities, energy initiatives, vendor partnerships, facility utilization strategies, and other innovative approaches, PROCEDEO helps clients strengthen financial capacity, enhance project feasibility, and maximize available resources to achieve both short-term and long-term objectives.

ENERGY MANAGEMENT

PUBLIC-PRIVATE PARTNERSHIPS

REAL ESTATE PLANNING AND ASSET MANAGEMENT

OUR VALUES

Collaboration

PROCEDEO values the input of all partners in the pursuit of the best for our clients.

Transparency

We operate with a focus on openness, communication, and accountability.

Flexibility

We are able to scale our team and services to meet the City of Rollingwood's needs.

Community

PROCEDEO engages and develops partnerships within the communities we serve.





PROCEDEO
www.procedeogroup.com

QUALIFICATIONS

CITY OF ROLLINGWOOD, TEXAS
CITY HALL IMPROVEMENTS

OWNER'S REPRESENTATIVE SERVICES

JUNE 2026



RLB Rider Levett Bucknall

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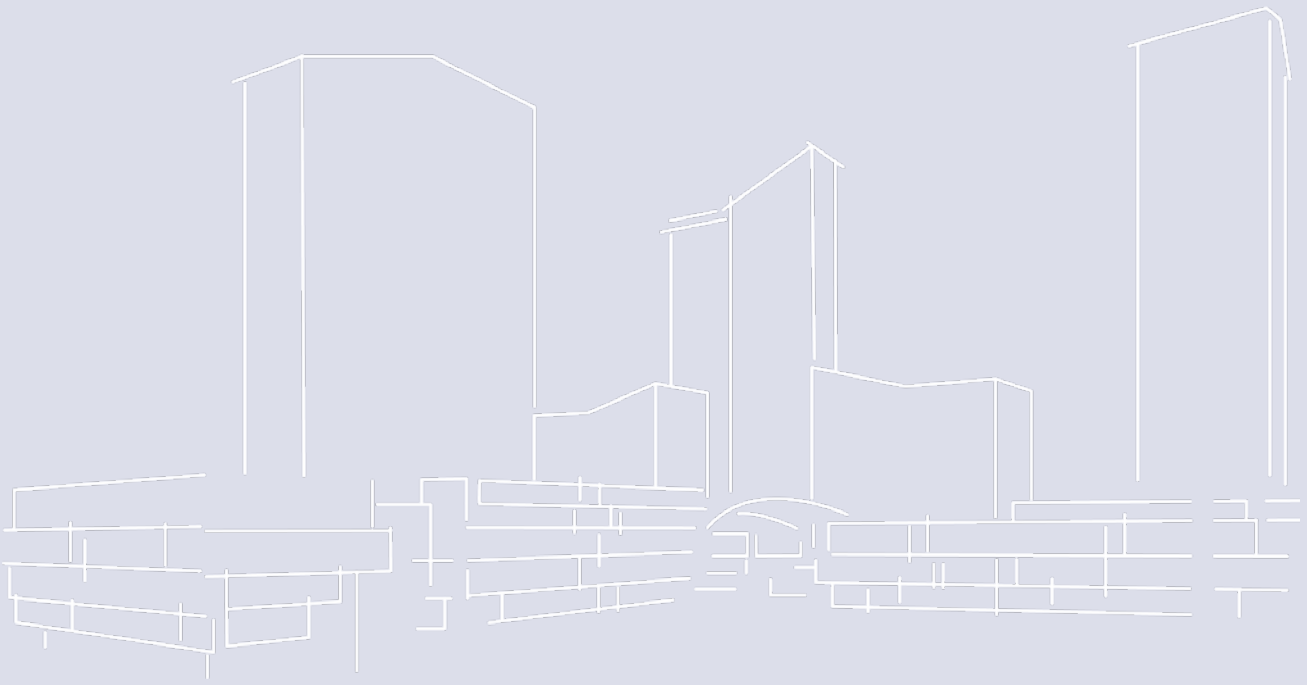
1. COVER LETTER



Rider Levett Bucknall
RLB

Rider Levett Bucknall L
701 E. 5th Street, Suite 200
Austin, TX 78701
+1 512 325-3966

June 8, 2026

City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

RE: STATEMENT OF QUALIFICATIONS FOR OWNER'S REPRESENTATIVE SERVICES

Dear Members of the selection committee,

RLB is pleased to submit our Statement of Qualifications to provide owner's representative services for the improvement, remodeling, or replacement of the City of Rollingwood's municipal building at 403 Nixon Drive. We understand that this project is more than a building improvement effort; it is an important civic investment intended to support the City's long-term municipal operations while also providing critical facilities for the Westlake Fire Department through the City's partnership with Travis County Emergency Services District No. 9. With a defined project budget of no more than $4 million, the City will need an owner's representative who can bring structure, accountability, and proactive leadership to each phase of planning, design, procurement, construction, and closeout.

As the City's representative, RLB will serve as an extension of City leadership, providing clear communication, disciplined project controls, and independent oversight to help protect the City's interests. Our approach is built around early alignment, practical decision-making, and transparent reporting. We will establish a clear framework for task order execution, schedule management, cost tracking, risk identification, stakeholder coordination, and quality oversight, while ensuring that City Council, City staff, the ESD, and other project participants have the information needed to make timely and confident decisions.

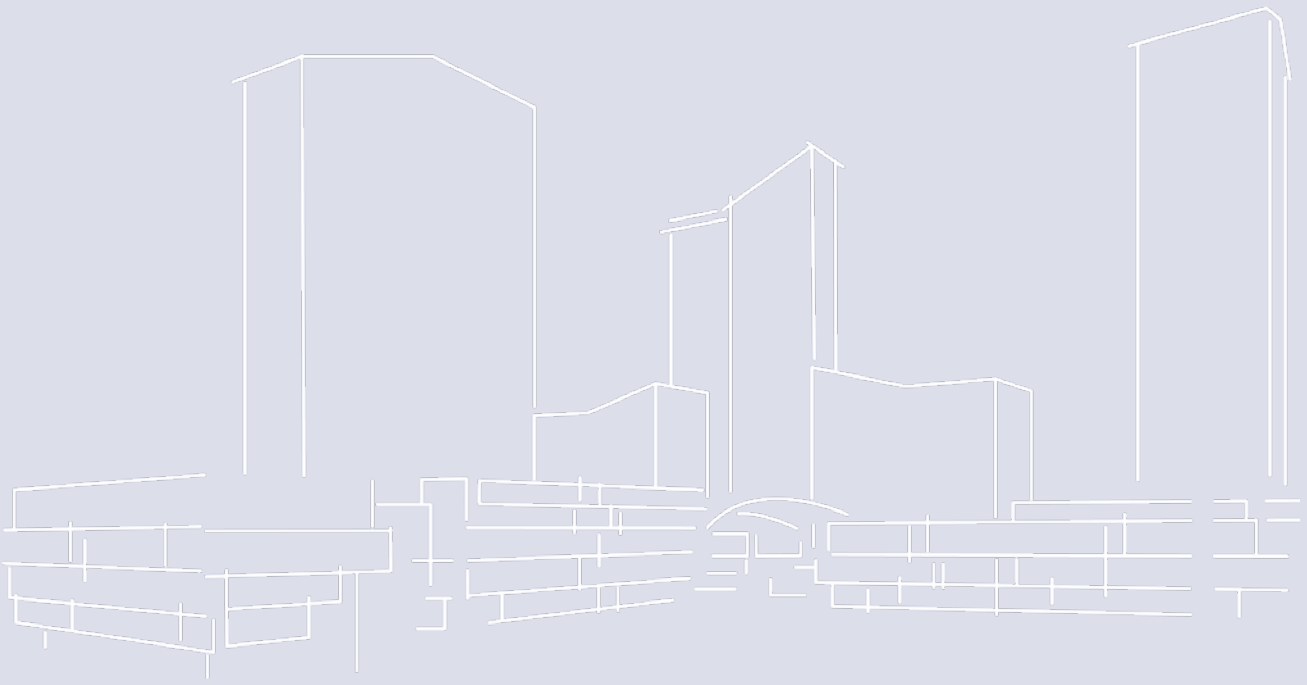
We recognize that municipal projects require more than technical project management. They require sensitivity to public funds, responsiveness to elected leadership, coordination among multiple stakeholders, and a steady focus on long-term community value. RLB will provide a dedicated principal point of contact supported by qualified professionals with the experience and resources needed to deliver responsive, task-order-driven services. Our team is prepared to help the City advance this project with clarity, control, and confidence from initial planning through final completion.

We appreciate the opportunity to be considered and look forward to the possibility of supporting the City of Rollingwood on this important project.

Sincerely,

Melissa Jones
Associate Principal
Rider Levett Bucknall Ltd.
T. +1 817 821-9624
E. melissa.jones@us.rlb.com

2. FIRM DESCRIPTION



DESCRIPTION

COMPANY NAME

Rider Levett Bucknall Ltd. (RLB)

COMPANY ADDRESS

Headquarters:

4343 E Camelback Road, Suite 350
Phoenix, AZ 85018

Primary Office for this Project:

701 E. 5th Street, Suite 200
Austin, TX 78701

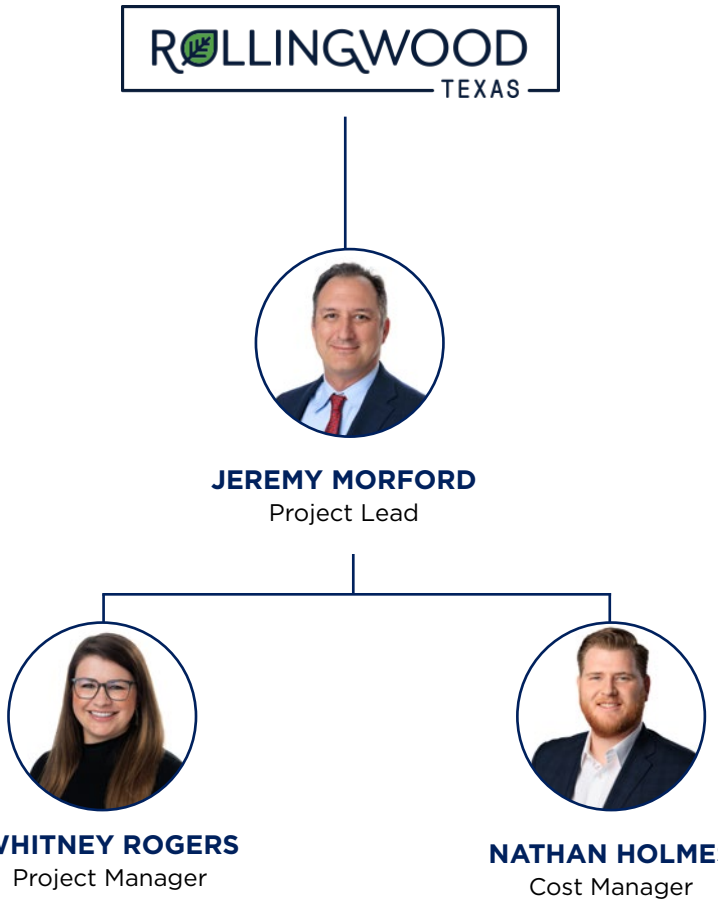
NUMBER OF YEARS PROVIDING OWNER'S REP SERVICES

RLB has been providing Owner's Rep services for 34 years.

PRIMARY CONTACT FROM RLB

Jeremy Morford
Associate
T. +1 512 844-7967
E. jeremy.morford@us.rlb.com

ORGANIZATION CHART



DESCRIPTION

GET TO KNOW OUR TEAM

Our Austin team is a tight-knit group of dedicated professionals who share a common passion: the built environment and the people it serves. We are project managers, cost estimators, and technical specialists who genuinely enjoy collaborating to help our clients bring their visions to life. In the office, this is reflected in open communication, active mentorship, and a “roll up your sleeves” mentality. Everyone is invested in finding solutions, not just delivering a scope.



Outside of project work, we are active members of our community across Texas. You’ll find our team volunteering at local charity events and supporting industry organizations. We believe the projects we work on should enhance the communities where we live and work, and we look for opportunities to align our professional work with those values.

This sense of community and purpose carries into how we show up for our clients. We take the time to understand your goals, constraints, and priorities, and we approach every assignment with transparency, accountability, and respect. Our team culture is grounded in partnership, both with one another and with our clients, so that every project benefits from a collaborative, forward-thinking, and genuinely invested team.



WALLER CREEK CLEANUP ON EARTH DAY

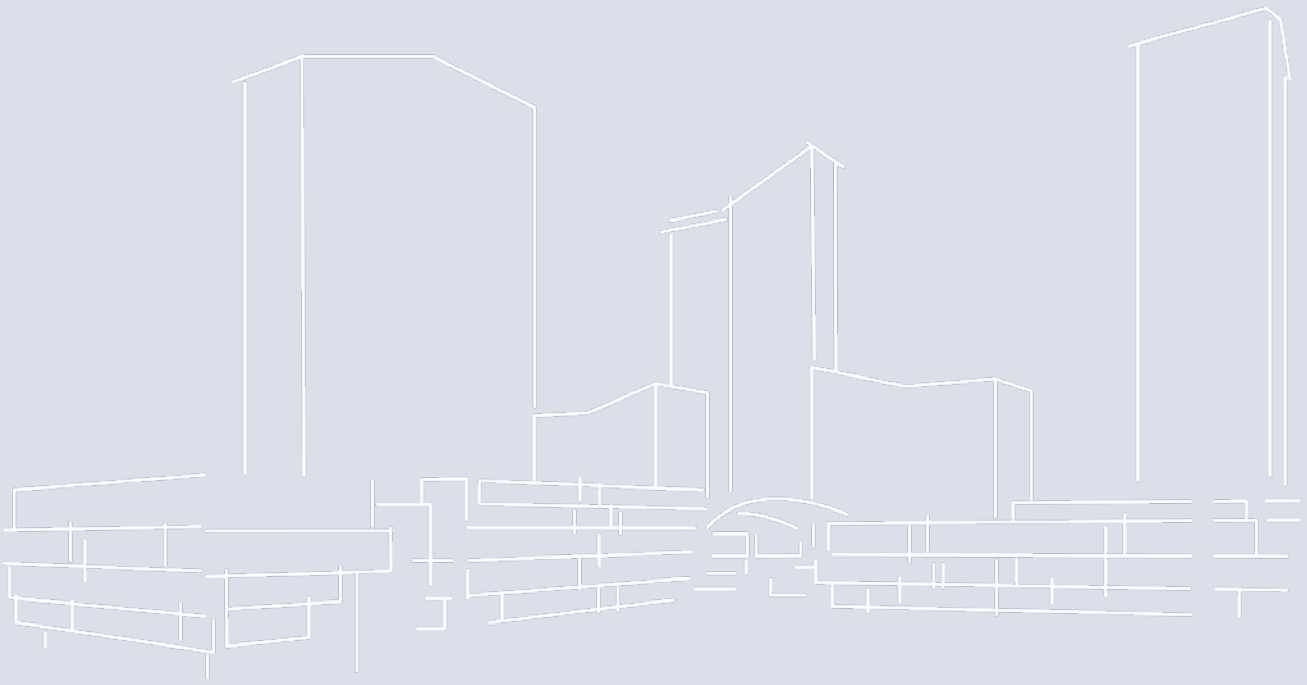


THE WOMEN OF THE RLB AUSTIN OFFICE AT THE AUSTIN CONVENTION CENTER



CHARITY WALK IN DOWNTOWN AUSTIN

3. PROJECT TEAM & QUALIFICATIONS



PRIMARY CONTACT



JEREMY MORFORD

LEED AP

ASSOCIATE

Jeremy's role on the project will be the project lead throughout the entire lifecycle, overseeing all phases from preconstruction and design finalization to project completion and close-out.

Jeremy is an Associate and Senior Project Manager at the RLB Austin office, with 25 years of experience delivering large-scale construction projects from planning through closeout. He brings proven expertise in project planning and execution, budgeting and cost management, contract negotiation, and risk mitigation. Jeremy is skilled in managing project schedules, resource allocation, and procurement, ensuring projects are delivered on time, within budget, and to the highest quality standards.

His leadership style emphasizes team development, cross-functional coordination, and a proactive approach to stakeholder management. He is well-versed in quality assurance and control, health and safety regulations, and vendor management, ensuring compliance and efficiency across all project phases. Jeremy is also deeply committed to building and maintaining strong client relationships, with a focus on clear communication, transparency, and delivering results that align with client goals.

Years of Experience
- 25 Years

Years with RLB
- 2 Years

Academic Qualifications
- Bachelor of Architectural Engineering, University of Texas

Professional Memberships
- OSHA 30-Hour Construction Safety Certification
- LEED AP Certification

Level of Effort
- 50%

Relevant Projects
- Austin Convention Center Expansion, Austin, TX
- Pflugerville Flex Office Texas Facility Commission, Pflugerville, TX*
- Penny Backer Capital Offices Penny Backer Development, Austin, TX*
- TC1B Core and Shell Medical Office Building and Garage Gemdale Development, Austin, TX*
- Austin Energy Headquarters Building, City of Austin, Austin, TX*
- Alpha Office Building, Shorenstein Development, Austin, TX*
- Regional Garage, Catellus Development, Austin, TX*
- Mueller Pavilion, Catellus Development, Austin, TX*
- Texas Mutual Insurance Headquarters, Texas Mutual Insurance, Austin, TX*
- Community Impact Building, Junior League of Austin, Austin, TX*
- Diamond Building, Catellus Development, Austin, TX*
- Deferred Maintenance Program, Texas School for the Blind, Texas School for the Deaf, Austin, TX*
- Texas Advanced Computing Center, University of Texas, Austin, TX*
- Football Practice Camera Towers and Facility Upgrades, University of Texas, Austin, TX*
- Holland Family Student Center, University of Texas, Austin, TX*
- Mary Gearing Hall MEP Renovation, University of Texas, Austin, TX*
- LBJ School of Public Affairs, University of Texas, Austin, TX*
- LBJ Library and Ladybird Johnson Center, University of Texas, Austin, TX*

*Project done prior to joining RLB

JECT TEAM & QUALIFICATIONS



WHITNEY ROGERS

PROJECT MANAGER

Whitney will directly provide support to the Project Lead for project management and coordination during preconstruction and design, be present and available on site during construction, and close-out.

Whitney is a detail-oriented and results-driven Project Manager at RLB Austin with experience leading complex construction projects from initial planning through successful completion. She brings expertise in industry codes and standards, value engineering, and multidisciplinary contractor coordination. Whitney excels at driving productivity, maintaining project quality, and ensuring efficient execution of deliverables. Her commitment to clear communication, strategic problem-solving, and strong stakeholder collaboration consistently supports project success.

Years of Experience
- 13 Years

Years with RLB
- 2 Years

Academic Qualifications
- Master of Science, Construction Management, Arizona State University
- Master of Business Administration, Arizona State Universityy
- Bachelor of Science, Construction Management, Arizona State University
- Minor, Sustainability Studies, Arizona State University

Relevant Projects
- Austin Convention Center Expansion, Austin, TX
- Central Texas Rheumatology Associates, Austin, TX
- Shriners Hospital Ambulatory Surgery Center & Clinic, Pasadena, CA*
- Confidential Pharmaceutical Lab, Thousand Oaks, CA*
- University of Southern California: Norris Healthcare Center, Los Angeles, CA*
- Rancho Santiago Community College: Dunlap Hall Renovations, Santa Ana, CA*
- Pepperdine University School of Law Renovation, Malibu, CA*

*Project done prior to joining RLB

Professional Memberships
- OSHA 30-Hour Construction Safety Certifications

Level of Effort
- 25%



NATHAN HOLMES

COST MANAGER

Nathan will provide support to the Project Lead and the project team for cost management-specific items and coordination, specifically invoicing, pay application review, and change management.

Nathan is a results-driven cost manager with a strong background in cost analysis, budgeting, and project coordination within the construction industry. Nathan is proficient in developing and maintaining project schedules and budgets, ensuring alignment with industry standards and client requirements. Prior experience as a Cost Consultant and Independent Contractor has strengthened his capabilities in contract administration, quality control, and process optimization. Nathan is committed to implementing innovative, efficient solutions to enhance project delivery, reduce costs, and increase productivity.

Years of Experience
- 4 Years

Years with RLB
- 2 Years

Academic Qualifications
- Bachelor of Science in Construction Management, University of Texas at Tyler
- Associate of Arts in Business & General Studies, Louisiana State University Eunice

Relevant Projects
- Cartier, Orlando, FL
- Cartier, Beverly Hills, CA
- Cartier, Miami, FL
- Canada Goose, Rodeo Drive, CA
- Canada Goose, Chicago, IL
- Confidential Robotics Lab, USA
- CIBC Square, Toronto, Canada*
- The Quad, Toronto, Canada*
- Aqua Luna, Toronto, Canada*

*Project done prior to joining RLB

Professional Memberships
- Certified Associate in Project Management (CAPM), Project Management Institute

Level of Effort
- 25%

JECT TEAM & QUALIFICATIONS

STAFFING

Our staffing approach is intentionally flexible to align with project demands. the Project Lead will remain engaged throughout for oversight, while day-to-day management scales up during critical phases such as active design coordination and construction execution. This ensures efficient use of resources without overstaffing during lower-activity periods.

LEVEL OF KNOWLEDGE

Our team is familiar with the City of Rollingwood's permitting processes, Code of Ordinances, and adopted building codes, including local amendments governing construction and site development. We also understand applicable State of Texas and federal requirements, including environmental, drainage, and accessibility regulations. We proactively coordinate with the City and other authorities having jurisdiction to support timely approvals and ensure compliance throughout the project.

SUBCONTRACTORS

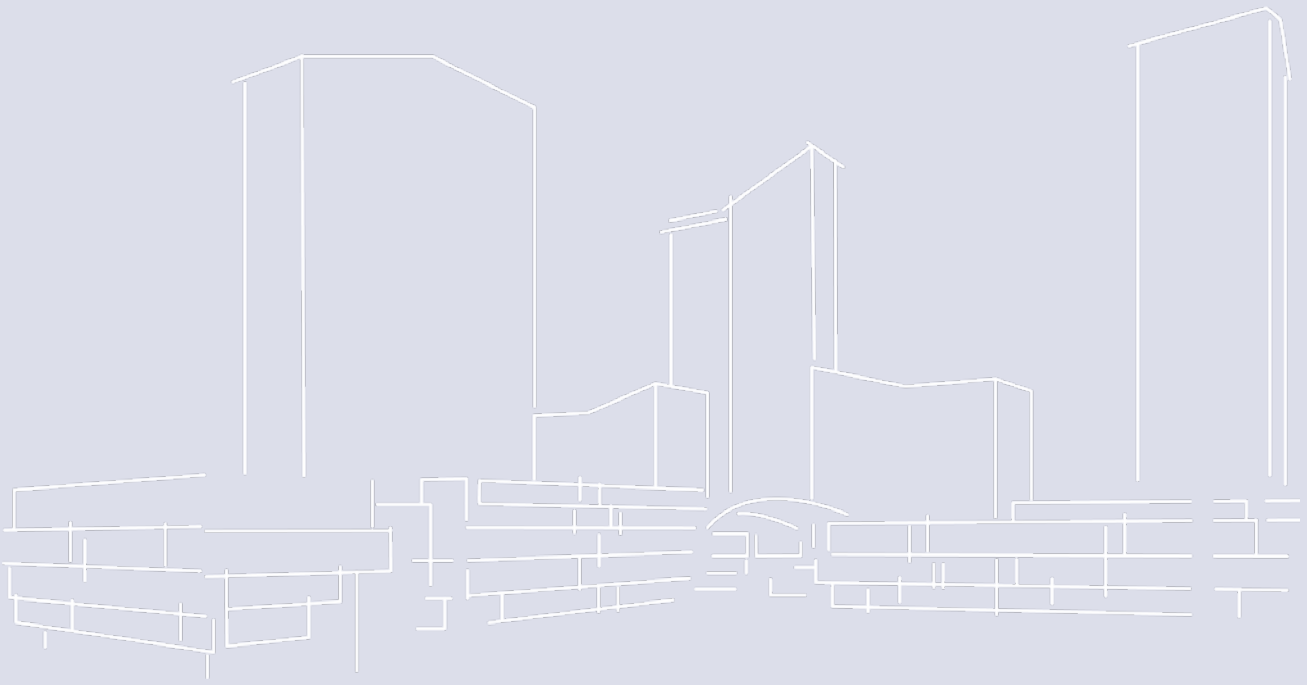
No subcontractors will be used.

ACKNOWLEDGEMENT OF ADDENDUM

RLB acknowledges receipt of Addendum No. 1 received Monday, June 1, 2026.



4. SCOPE OF SERVICES



PE OF SERVICES

RLB Rider Levett Bucknall

OWNER'S REPRESENTATION APPROACH

PROGRAM OVERSIGHT

- Centralized governance across all projects.
- Standardized reporting and performance tracking.
- Executive-level visibility into program health

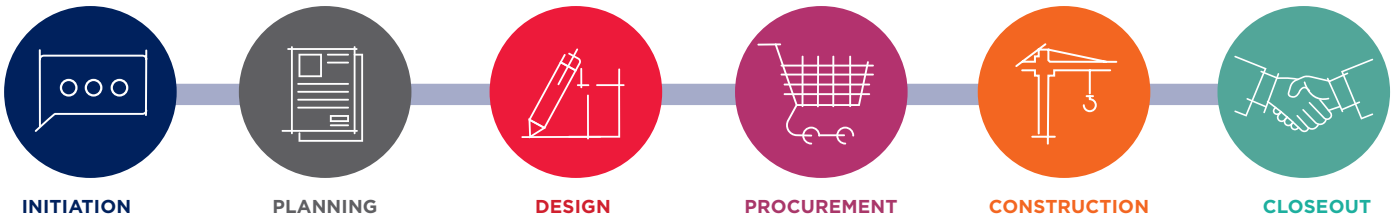
INTEGRATED PROJECT DELIVERY

- Full lifecycle management (initiation - closeout)
- Owner's representative role across all stakeholders.
- Coordination of designers, contractors, and vendors.

ACCOUNTABILITY & CONSISTENCY

- Unified processes across all projects.
- Defined roles, responsibilities, and workflows.
- Real-time monitoring of outcomes and progress.

OUR DELIVERY PROCESS



Standardized workflows ensure consistency, transparency, and control across the City's capital program.



PE OF SERVICES

RLB Rider Levett Bucknall

DESIGN & CONSTRUCTION MANAGEMENT

DESIGN PHASE

STRATEGIC DESIGN OVERSIGHT



SCOPE & PLANNING
- Define project scope, milestones, and deliverables
- Align design with program goals, budget, and schedule



DESIGN COORDINATION
- Manage design schedules and team collaboration
- Facilitate coordination meetings and alignment



QUALITY & COMPLIANCE
- Review documents for constructability and completeness
- Ensure regulatory and program compliance



VALUE OPTIMIZATION
- Implement value engineering strategies
- Conduct lifecycle cost analysis and reconciliation



PROCUREMENT SUPPORT
- Support RFP development and evaluation
- Coordinate transition from design to construction

CONSTRUCTION PHASE

ACTIVE CONSTRUCTION LEADERSHIP



CONTRACTOR MANAGEMENT
- Oversee contractors, subcontractors, and vendors
- Ensure compliance with contract requirements



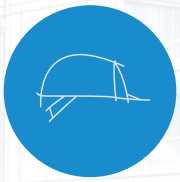
SCHEDULE & PROGRESS
- Monitor progress against baseline schedules
- Maintain detailed tracking and reporting



CHANGE & DOCUMENTATION
- Review RFIs, submittals, and change orders
- Maintain accurate documentation and approvals



COST CONTROL
- Track expenditures and forecast outcomes
- Maintain strong financial controls



QUALITY & SAFETY
- Enforce QA/QC standards
- Ensure adherence to safety protocols



Early issue identification and proactive resolution keep projects on track and minimize risk exposure.

PE OF SERVICES

RLB Rider Levett Bucknall

PROJECT CONTROLS FRAMEWORK

RLB applies a disciplined, data-driven controls framework to actively manage cost, schedule, risk, and performance—ensuring transparency, accountability, and successful delivery for OPSB.

COST MANAGEMENT

- Develop and maintain project budgets
- Track costs, forecasting, and variances
- Identify potential cost risks early

SCHEDULE MANAGEMENT

- Develop detailed project schedules
- Monitor critical path and milestones
- Implement recovery strategies as needed

RISK MANAGEMENT

- Identify and assess project risks
- Develop mitigation and response strategies
- Continuously monitor risk throughout the project lifecycle

CHANGE MANAGEMENT

- Evaluate scope and cost changes
- Manage documentation and approvals
- Track impacts and maintain control



Real-time dashboards powered by RLB tools (e.g., Power BI and ROSS-5D) provide OPSB with clear visibility, accurate forecasting, and actionable insights.



FIELD OVERSIGHT & QUALITY ASSURANCE

- Conduct routine site inspections and reporting
- Document field conditions and construction progress
- Track deficiencies and coordinate corrective actions
- Ensure compliance with contract documents and regulatory requirements

STAKEHOLDER COMMUNICATION & COORDINATION

- Establish clear communication protocols
- Facilitate regular reporting and coordination meetings
- Maintain transparency across OPSB and all stakeholders
- Support timely decision-making and issue resolution

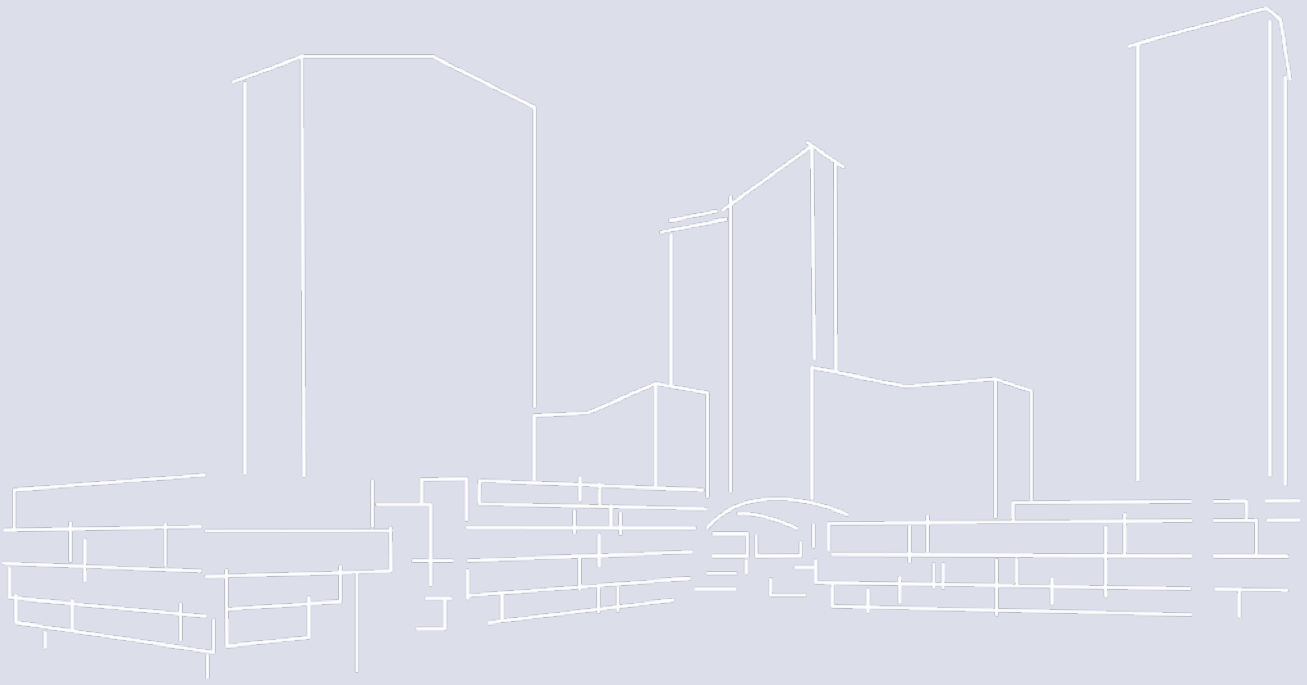
PROJECT CLOSEOUT & ASSET STEWARDSHIP

- Manage punch list completion and verification
- Coordinate final inspections and approvals
- Collect as-built drawings and warranties
- Ensure smooth turnover and operational readiness
- Support long-term asset performance and management

RLB ensures every project is delivered with control, clarity, and long-term value supporting The City from execution through successful operational transition.

QUALITY COLABORATION ACCOUNTABILITY RESULTS

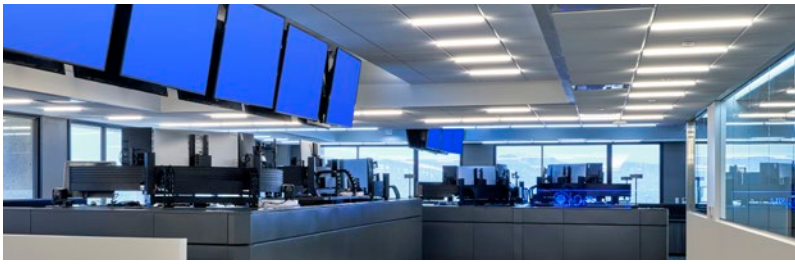
5. REFERENCES



ERENCES

Rider Levett Bucknall

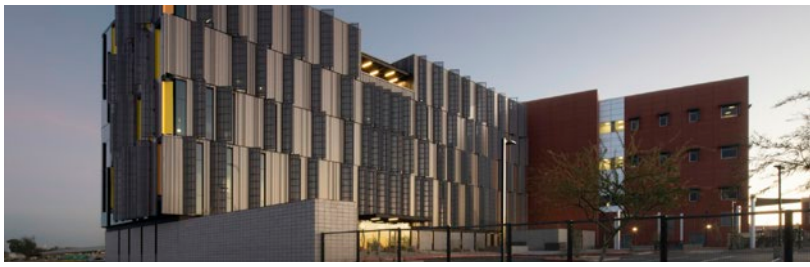
City of Phoenix
Jaime Garrido
Vertical Project Mangement
jaime.garrido@phoenix.gov



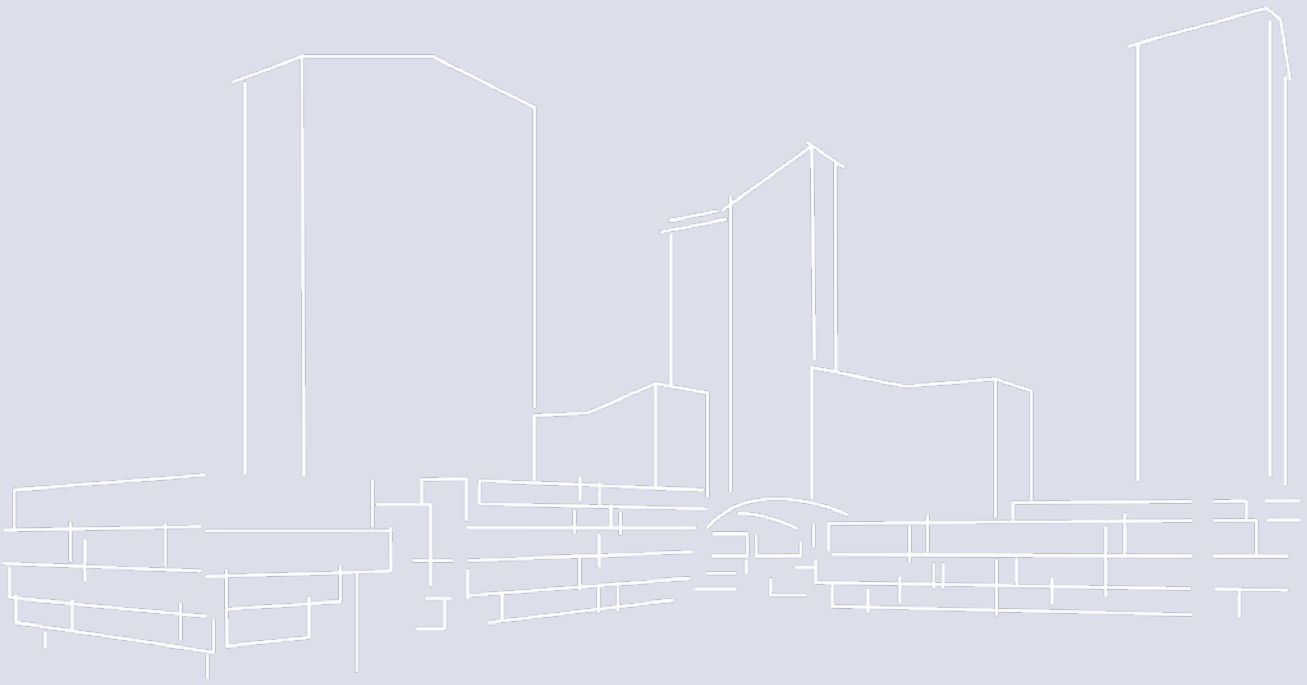
City of Austin
Katy Zamesnik
Acting Deputy Director
512-955-4293
katy.zamesnik@austintexas.gov



Pinal County Facilities Department
Archie Carreon
Facilities Director
520-866-6234/6235
archie.carreon@pinal.gov



6. QUALITY CONTROL



LITY CONTROL

RLB will manage quality assurance and quality control through a structured, documented review process that verifies the accuracy, completeness, and consistency of project information at each stage of the project. Our role as Owner's Representative is to serve as an independent layer of oversight on behalf of the City of Rollingwood, helping confirm that consultant deliverables, contractor work, payment applications, bids, change orders, schedules, quantities, and design documents are reviewed against the project requirements, contract documents, budget, schedule, and the City's stated objectives.



At the outset of the assignment, RLB will establish a project-specific QA/QC plan that defines review responsibilities, documentation protocols, approval workflows, and issue resolution procedures. This plan will be supported by active tracking tools, including action item logs, design comment logs, RFI logs, submittal logs, change order logs, payment review logs, and decision registers. These tools allow the City to see what has been reviewed, what issues remain open, who is responsible for resolution, and when each item is due.



For cross-reference reviews, RLB will check key documents against one another to identify gaps, inconsistencies, or conflicts before they create cost or schedule impacts. For example, we will review drawings against specifications, scopes of work against bid packages, contractor pricing against the schedule of values, invoices against approved work-in-place, and proposed change orders against the contract documents and project record. If a design drawing shows one finish, but the specifications or cost estimate carry another, RLB will flag the discrepancy, assign it for resolution, and track the response until the issue is closed.



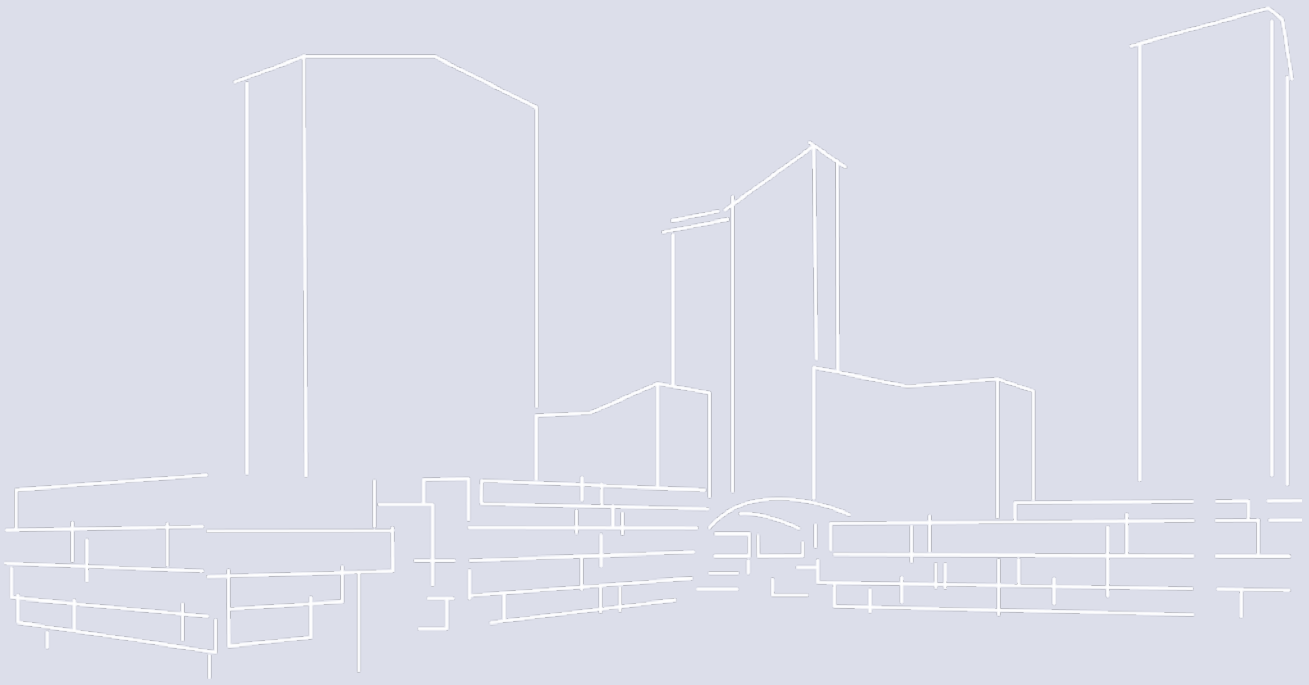
RLB will also provide quality control over consultant and contractor work by reviewing deliverables for completeness, coordination, constructability, and alignment with the City's goals. During design, this may include reviewing design submissions for scope alignment, potential budget impacts, missing information, coordination issues, and long-lead procurement concerns. During construction, this may include monitoring field progress, reviewing contractor reports, evaluating schedule updates, tracking RFIs and submittals, and confirming that observed work aligns with the approved documents.

Cost-related reviews will be handled with the same level of discipline. RLB will review invoices, quantities, bids, allowances, contingencies, and change orders for accuracy, reasonableness, and proper support documentation. For example, monthly payment applications will be checked against observed progress, stored materials documentation, approved schedule of values, and prior billings to reduce the risk of overpayment. Change order requests will be reviewed for entitlement, scope validity, quantity backup, labor and material pricing, schedule impact, and consistency with the contract terms before a recommendation is made to the City.

When issues are identified, RLB will not simply note them and move on. Each item will be documented, assigned, prioritized, and tracked through resolution. We will distinguish between items that require immediate City direction, items that can be resolved by the design team or contractor, and items that may affect budget, schedule, or project risk. This approach gives the City a clear, defensible record of decisions and helps prevent minor coordination issues from becoming larger disputes or claims.

Ultimately, RLB's QA/QC process is designed to protect the City's interests by creating transparency, accountability, and consistency across the full project lifecycle. Through disciplined document review, independent cost and schedule oversight, proactive issue tracking, and clear communication with all project participants, we will help the City maintain control of quality, budget, schedule, and risk throughout the project.

7. ADDITIONAL DATA



ITIONAL DATA



PINAL COUNTY NEW ATTORNEY BUILDING

FLORENCE, ARIZONA

RLB provided project and construction management services to Pinal County for a new County Attorney's Building located in Florence, Arizona. Upon completion, the 5-story building included approximately 60,000 square feet of County office space at 971 North Jason Lopez Circle, next to the existing County courthouse building. The new facility improved the County Attorney's Office's operational efficiency by consolidating all prosecutors and related services into a single building, rather than having them spread out across Florence. The project won the 2023 APWA Project of the Year.



COMMUNITY IMPACT CENTER

AUSTIN, TEXAS

The Junior League of Austin's Community Impact Center is a 48,000 square foot, two-floor facility located in Northwest Austin, designed to serve as a headquarters and event space. The facility serves as a community hub and features a ballroom, meeting spaces, and various areas for community engagement and support for the Junior Leage's signature programs such as Food in Tummies (FIT), Kids in Cool Shoes, and Coats for Kids. The site features a 4-floor structured parking garage, as well as nature trails with an event lawn.



AUSTIN STATE HOSPITAL

AUSTIN, TEXAS

The new Austin State Hospital was a transformation of the oldest psychiatric hospital in Texas established in 1857. Some of the site's deteriorating facilities were replaced with a state of the art facility focused on cooperative care. This 240-bed facility not only improves security and operational efficiency for staff, but provides a more dignified presence in the campus neighborhood. The large recreational areas, chapel, therapy rooms, and classrooms are central to the patient experience. Through a partnership with UT Dell Medical School and Texas Health and Human Services, this facility opened in May 2024.

AUSTIN CONVENTION CENTER EXPANSION

AUSTIN, TEXAS

OWNER	City of Austin
COST	$1.6 Billion
DURATION	2024-Present



The Austin Convention Center is undergoing an expansion and complete rebuild to position the city as a leading destination in the convention and event space. This transformative project will not only nearly double the available rentable space but also create a modern, efficient facility that reflects Austin's identity and strengthens its connection to the community. The new design reimagines the convention center as an integral part of the city's fabric, enhancing public spaces and natural corridors, particularly reconnecting it to Waller Creek. The project respects Austin's history by incorporating archaeological inspections throughout demolition and honoring the city's heritage by preserving two historic homes adjacent to the site. Serving as a catalyst for economic growth, the rebuilt Convention Center will provide a world-class venue while celebrating Austin's roots and fostering a vibrant, inclusive urban experience. RLB is partnering with the City of Austin in their project management team to ensure successful delivery, leveraging customized reporting to provide real-time project analysis and updates to accomplish this goal.



ITIONAL DATA

Rider Levett Bucknall

CITY OF PHOENIX POLICE HEADQUARTERS

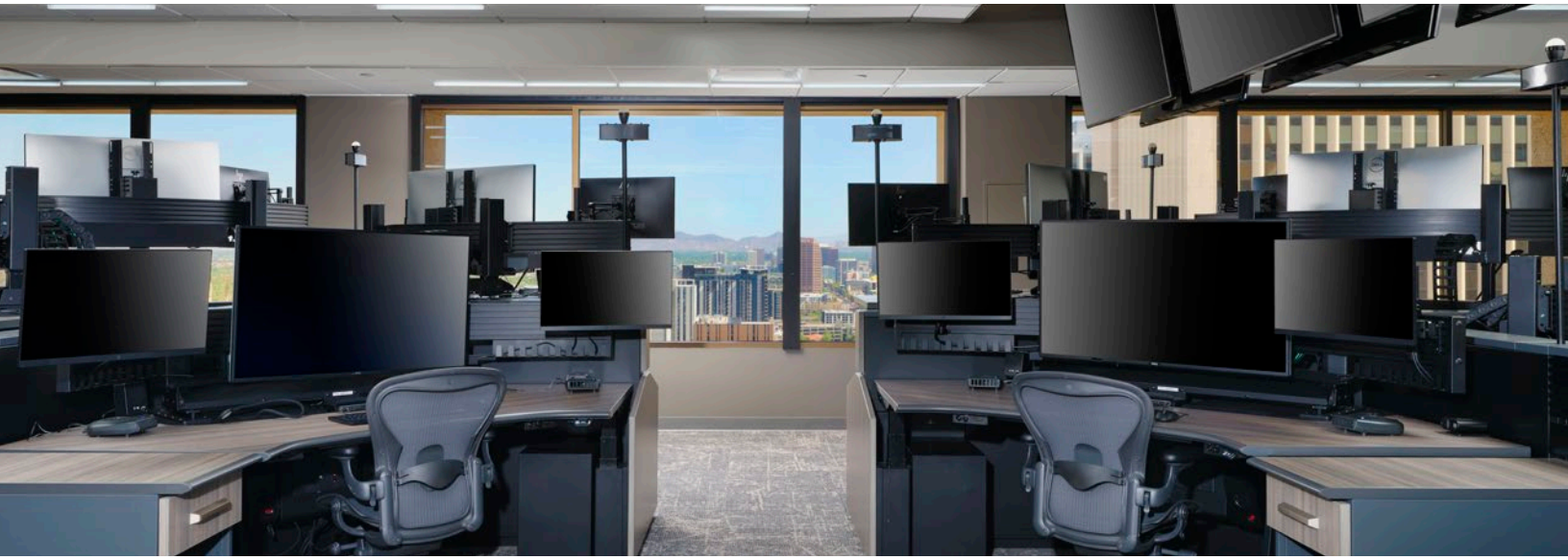
PHOENIX, ARIZONA

OWNER	City of Phoenix
COST	$183 Million
DURATION	2022-Present



The Phoenix Police Headquarters stands as a vital pillar of public safety and innovation in the heart of downtown. This 27-story facility has been thoughtfully renovated to support modern law enforcement needs. Designed to enhance operational efficiency and community engagement, the headquarters redefines the standard for urban police infrastructure.

Our team has provided expertise in Owner's Representation, Project Management, and Cost Management throughout the project's lifecycle. From the initial programming phase, RLB has been actively involved in guiding the client through the complexities of transforming an older building to meet the needs of its end users. This has included updating outdated systems and ensuring compliance with Fire and Life Safety requirements. In addition, our team has served as the client's go-to resource for abatement coordination, construction management, furniture relocation, AV, security and access control coordination, and move-in logistics.



ITIONAL DATA



MERIDIAN FIRE STATIONS 6 & 7

SEATTLE, WASHINGTON

OWNER	Confidential
COST	Confidential
DURATION	2022

RLB provided third-party plan and specification review services for Meridian Fire Stations 6 and 7, supporting the project team with an independent review focused on identifying potential issues, inconsistencies, gaps, and conflicts within the construction documents.

RLB's review process was structured to be both efficient and thorough, allowing the client to receive timely, actionable feedback without disrupting the overall project schedule. By identifying potential document issues early, RLB helped support a more complete and coordinated set of documents, reducing the risk of future cost impacts, change orders, and schedule delays during procurement and construction.

CITY OF GOODYEAR MUNICIPAL OPERATIONS COMPLEX

PHOENIX, ARIZONA

OWNER	City of Goodyear
COST	Confidential
DURATION	2024-2025

RLB is providing cost estimating services for the City of Goodyear's Municipal Operations Center project, a critical initiative identified in the 2023 Facilities Master Plan. The project addresses the immediate need for new facilities to support administrative, management, and field staff across multiple city departments, including Public Works, Engineering, Development Services, and Parks and Recreation. RLB's expertise ensures accurate cost estimates to support the city's planning and budgeting for this essential infrastructure project.



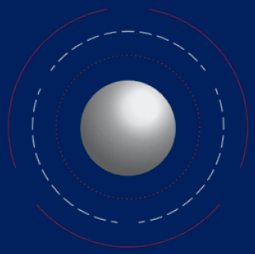
VALUES

WHERE PEOPLE MAKE PROGRESS

TRUTH

WE SPEAK THE TRUTH

We say what we mean and we do what we say. We are passionate about getting the fundamentals right, striving for excellence and telling the truth always. No exceptions.



TRUST

WE BUILD FOR THE LONG TERM

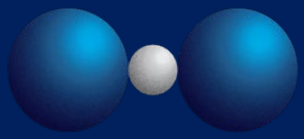
We focus on building long standing relationships. We partner to bring our clients imagination to life for our communities. By making business personal, we make remarkable things happen.



TOGETHER

WE LOOK OUT FOR EACH OTHER

We work hard, we've got each other's back and we try to enjoy the journey along the way. Most importantly, we're proud of what we build together.



TOMORROW

WE WORK TO DO GOOD

We're here to make a long-lasting positive impact on our communities and our planet. To do that we will always be ready to grow and challenge each other.





OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

Date
June 8, 2026
Prepared for
City of

ROLLINGWOOD TEXAS

SCM CONSTRUCTION PROJECT MANAGEMENT
Cary Schmoldt
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cary@scm-pm.com

SCM Construction Project Management

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www.scm-pm.com
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City of Rollingwood
8403 Nixon Drive
Rollingwood, TX 78746

June 8, 2026

Re: Statement of Qualifications – Owner's Representative Services for City Hall Improvements

Dear Selection Committee:

On behalf of SCM Construction Project Management, we are pleased to submit our Statement of Qualifications for Owner's Representative Services for City Hall Improvements. We appreciate the opportunity to support the City of Rollingwood and are eager to serve as your trusted partner in delivering a high-quality, well-coordinated project across all phases — from pre-construction through construction and closeout.

SCM brings more than 30 years of combined experience in project management, owner's representation, and construction oversight for municipal clients across Texas. Our team has direct, recent experience delivering projects in the Austin metro and surrounding region. We understand the construction landscape, local regulatory environment, and the level of responsiveness and accountability that small cities require from their owner's representative. To further strengthen our local presence, we have engaged HPM — an Austin-based program management firm with a proven municipal track record — as a subconsultant on this project.

This project is a strong fit for our team. We are experienced in managing municipal facility projects that involve multiple funding partners, dual-use programming, and public accountability at the City Council level — all of which are present in the City Hall/fire station improvement described in this RFQ. Our approach is built around clear communication, disciplined cost control, proactive schedule management, and consistent reporting that keeps decision-makers informed at every stage.

We have the capacity, personnel, and technical resources to begin work immediately. We certify that all information submitted in this SOQ is true and complete and stand ready to provide any additional documentation or clarification upon request. We look forward to the opportunity to serve the City of Rollingwood.

Sincerely,

Cary Schmoldt
President, Schmoldt Construction Project Management



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Firm Overview

Company Overview

Schmoldt Construction Management, SCM, is a construction project management and owner's representation firm providing project and program leadership, project recovery, and construction management support for complex capital projects in both the public and private sectors. Its goal is to strengthen client's existing teams, protect their interests, and deliver projects that exceed expectations.

The SCM team is led by Cary Schmoldt and Helena Jenkins, both of whom have spent the past three decades leading successful projects across the country. Together, they bring a powerful balance of experience — Cary's background as a contractor and project manager provides practical, field-based insight, while Helena's program management expertise ensures strategic coordination and client alignment. Their partnership forms the foundation of SCM, blending technical know-how with proven leadership to deliver confident, results-driven project management.

SCM Construction Project Management, LLC, whose principal office is located in Seven Points, TX, was formed in 2022 and successfully services clients located in the North Texas area. In order to ensure that its clients receive the best possible outcome, SCM focuses solely on providing Owner's Representation Project Management services; eliminating the inherent conflicts of interest that arise when firms also perform design and construction services.

To ensure dedicated local presence for the City of Rollingwood, SCM has engaged HPM Building Solutions as a subconsultant on this project. HPM is a nationally recognized program management firm with an established Austin office and a deep portfolio of Texas municipal fire station and public safety projects, including multiple facilities for the Cities of Denton, Richardson, Lewisville, and Mansfield. HPM's team members assigned to this project — Juan Fernandez, Senior Program Manager, and Joey Decker, Assistant Project Manager — bring direct municipal fire station experience and will support SCM's on-the-ground coordination and project controls throughout all project phases.

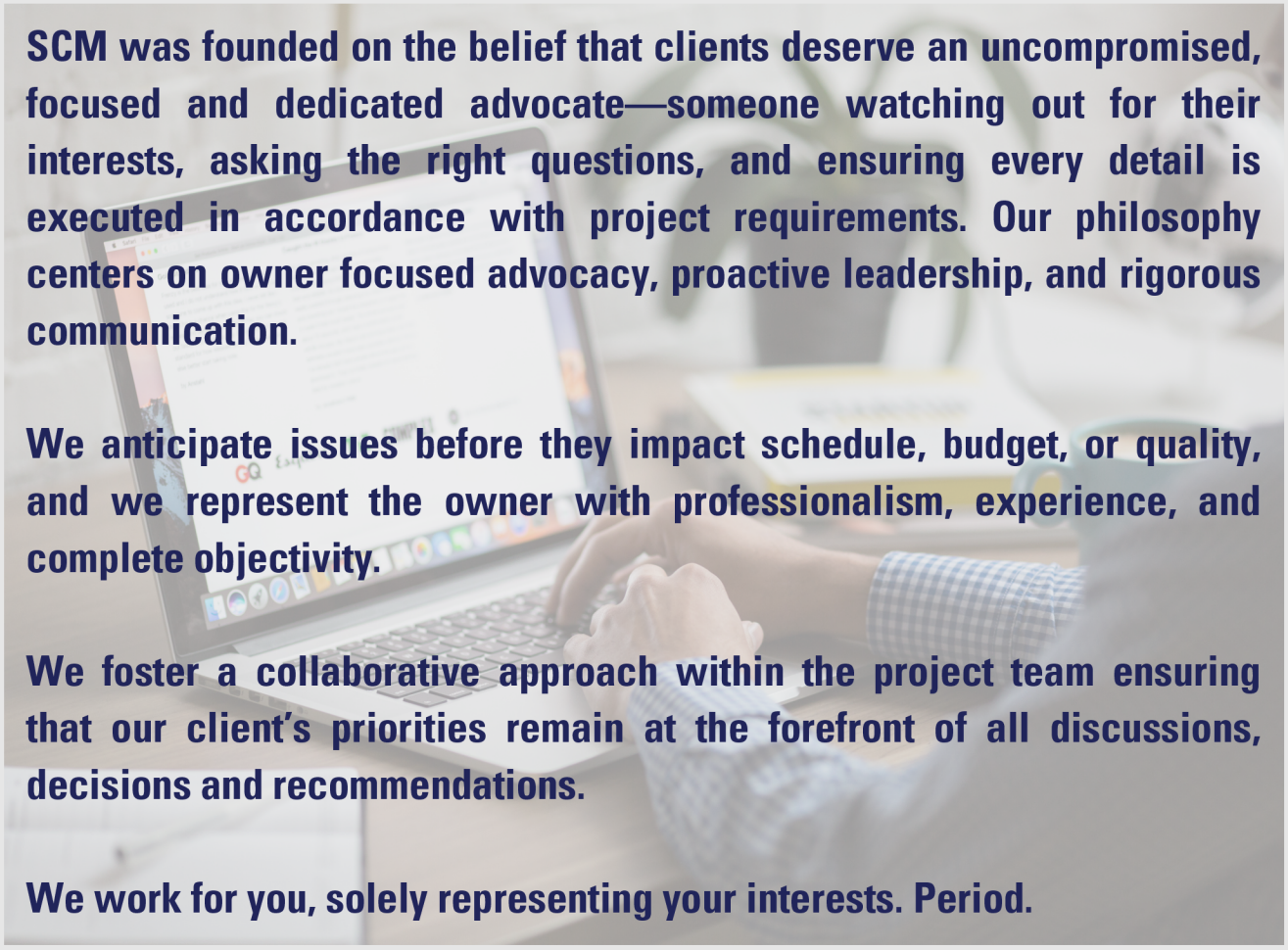


Firm Overview

Throughout their careers, Cary and Helena have worked alongside architects, engineers, contractors, and project managers who professed to prioritize the owner's interests, yet too often failed to provide the leadership, accountability, and transparency owners truly needed.

Over time, project management evolved into a largely passive function centered on coordination, reporting, and observation rather than decisive leadership and problem-solving. Cary and Helena recognized a growing need for experienced professionals willing to actively lead projects, challenge inefficiencies, mitigate risk, and advocate relentlessly for the owner.

SCM was founded to fill that gap.



SCM was founded on the belief that clients deserve an uncompromised, focused and dedicated advocate—someone watching out for their interests, asking the right questions, and ensuring every detail is executed in accordance with project requirements. Our philosophy centers on owner focused advocacy, proactive leadership, and rigorous communication.

We anticipate issues before they impact schedule, budget, or quality, and we represent the owner with professionalism, experience, and complete objectivity.

We foster a collaborative approach within the project team ensuring that our client's priorities remain at the forefront of all discussions, decisions and recommendations.

We work for you, solely representing your interests. Period.

Office Principally Responsible for the Project: SCM Construction Project Management, LLC, operating in partnership with HPM Building Solutions (Austin, TX). Cary Schmoldt will serve as the City's principal point of contact and will be supported by the full project team described herein.



PROJECT TEAM & QUALIFICATIONS

Organizational Chart

Your SCM project team brings decades of combined experience in construction leadership, program management, and client representation. SCM's organizational structure promotes seamless collaboration among the City, the design team, and the contractor, ensuring efficient communication and proactive issue resolution. The org chart below outlines the key roles and responsibilities that will guide the successful delivery of this project.

ROLLINGWOOD TEXAS



CARY SCHMOLDT
PROJECT EXECUTIVE



HELENA JENKINS
SENIOR PROJECT MANAGER



JUAN FERNANDEZ*
PROJECT MANAGER



JOEY DECKER*
ASST PROJECT MANAGER

*HPM subconsultant



LENA MORRIS
DIRECTOR OF ACCOUNTING



BECCA AYDELOTT
PROJECT COORDINATOR

Resumes



cary@scm-pm.com
(214) 325-1804

EDUCATION
Colorado State University, Bachelors of Business

EXPERIENCE WITH SCM
4 Years

PROVEN EXPERTISE

- Project management
- Project oversight
- Risk management
- Design management
- Budget and schedule control
- Team building and leadership
- QA/QC
- Communication
- client relations
- Permitting and compliance
- Commissioning oversight
- Contract negotiation and administration
- Financial management and cost control
- Preconstruction planning
- Procurement and contractor selection
- AIA pay application review and audit
- Change order evaluation and management
- Safety and regulatory compliance
- Dispute resolution and claims prevention
- Strategic planning and execution
- Project closeout and warranty management
- Schedule recovery and project turnaround

CARY SCHMOLDT

PROJECT EXECUTIVE/PRINCIPAL

Cary brings over 30 years of experience as a commercial general contractor, senior project manager, and owner's representative. Known for both his expertise and integrity, he has built lasting relationships with clients, architects, city officials, and industry peers alike. Cary applies his extensive knowledge of construction contracts, scheduling, negotiations, and technology to anticipate risks and implement effective solutions—always with client success as his top priority.

Cary will serve as principal point of contact and executive lead throughout all project phases, with an estimated level of effort of 25-30% during pre-construction, increasing to 50-60% during construction and closeout phases as contractor management, change order negotiation, and Stakeholder reporting demands intensify.

REPRESENTATIVE PROJECT EXPERIENCE

THE SAMARITAN INN
- COOPERS CORNER, MCKINNEY, TEXAS

HAYS COUNTY, TX
- ESD#2 & #8 BudaCentral Fire Station

CITY OF GAINESVILLE, TX
- Fire Station #3
- Farmers Market

GAINESVILLE ISD
- Gainesville ISD AG Facility

CITY OF ALLEN, TX
- Spirit Park Sports Facility

CITY OF WEATHERFORD, TX
- Holland Lake Park
- Baseball Sports Facility

CITY OF FRISCO, TX
- Frisco Commons Park
- Plum Creek Park

CITY OF PLANO, TX
- Frank Beverly Park

PILOT POINT, TX
- Police Station

FIRST STATE BANK
- Sherman
- Celina
- Whitesboro

TOWN OF FLOWER MOUND, TX
- Fire Station #7
- Central Fire Station
- Police Department

DALLAS HOUSING AUTHORITY
- Frazier Community Center
- Frazier Townhomes
- Roseland Garden Townhomes
- Buckeye Senior Living

JUBILEE PARK , DALLAS
- Walt Humann-T. Boone Pickens Community Center
- Church
- Police sub-station

CITY OF DENTON, TX
- Fire Station #2
- Denton Public Safety Training Center
- Pecan Creek Water Reclamation Plant Admin Building
- Fleet Services Facility
- Linda McNatt Animal Care & Adoption Center

Resumes



helena@scm-pm.com
(940) 465-1456

EDUCATION
Michigan State University, Bachelors

EXPERIENCE WITH SCM
4 Years

PROVEN EXPERTISE

- Project Management
- Program & Portfolio Management
- Real Estate Development
- Prototype Development, Implementation & Management
- Vendor & subcontractor Management
- Staff Training, Mentorship and Development
- policy and process development & deployment
- Budget Development & Management
- Bid Package Development, Execution and Evaluation
- Proven Leadership Skills
- Client/Stakeholder Management & Communication

HELENA JENKINS

SENIOR PROJECT MANAGER

With nearly 30 years of experience in construction project management and real estate, Helena leverages her extensive industry knowledge and strategic leadership skills to streamline complex processes, maintain project schedules and budgets, and ensure that the outcome aligns with the client's vision. Through proactive planning and effective collaboration with all stakeholders, Helena is dedicated to delivering exceptional results and lasting client confidence.

Helena will serve as the primary day-to-day project manager during pre-construction, leading procurement, design review, schedule development, and contractor selection at an estimated level of effort of 60-70%. Her involvement will transition to a supporting capacity during construction at approximately 30-40%, providing continuity and documentation oversight through closeout.

REPRESENTATIVE PROJECT EXPERIENCE

HAYS COUNTY, TX ESD #8
- Fire Station #2, Buda, TX

CITY OF FORNEY, TX
- Fire Station #2, Forney TX

MONTGOMERY COUNTY ESD
- Fire Station #14, Spring, Tx

CITY OF MESQUITE, TX
- Fire station #2 Remodel

DENTON COUNTY, TX
- Courts building Remodel, Denton, TX

LAKE TRAVIS, TX FIRE RESCUE
- Logistics building
- Fire Station #4
- Maintenance Building

CITY OF PILOT POINT, TX
- Police Station

THE SAMARITAN INN
- Coopers Corner, McKinney, Texas

AMERICAN TIRE DISTRIBUTORS
- Portfolio Client with over 200 distribution, industrial and office projects across the US and Canada

ECOLAB
- Multiple projects across the US

OWENS MINOR
- Multiple distribution projects across the US

FIRST STATE BANK
- Sherman
- Celina
- Whitesboro

UNITED METHODIST CHURCH
- Prosper, TX

JUBILEE PARK, DALLAS
- Walt Humann-T. Boone Pickens Community Center
- Church
- Police sub-station

Resumes



- FULL PHASE OVERSIGHT
- MANAGING BUDGET AND PROCUREMENT

EDUCATION
Texas Tech University, Masters of Bus. Admin
Masters of Architecture
Bachelors of Architecture

EXPERIENCE
20+ Years PM Experience
Member CMAA

JUAN FERNANDEZ
PROJECT MANAGER, HPM
Subconsultant

Juan Fernandez brings a rare combination of architectural training, business acumen, and hands-on municipal program management to every project he leads. Fluent in Spanish and highly proficient in advanced project management software, Juan's background spans architecture, design development, and construction — giving him a comprehensive understanding of every phase of a project and the ability to anticipate challenges before they become problems.

Juan will provide local program management support with an estimated level of effort of 20-30%, with availability to scale based on project phase demands and SCM's direction.



- PROCUREMENT
- CONTRACTOR COMMUNICATION AND DOCUMENTATION

EDUCATION
Mississippi College, Bachelors of Business
OSHA certified

EXPERIENCE WITH HPM
4 Years

JOEY DECKER
PROJECT MANAGER, HPM
Subconsultant

Joey provides hands-on administrative and coordination assistance that strengthens the overall project team's capacity to deliver consistently across all project phases. His support role on this project will draw on his core competencies in project documentation, correspondence management, schedule monitoring, procurement support, and reporting — providing SCM's project leadership with reliable administrative backup and local Austin-area availability as project needs demand.

Joey will provide project administration support on an as-needed basis, estimated at 10-20% with availability to increase during peak coordination periods.

Resumes



- FINANCIAL MANAGEMENT
- COST TRACKING AND REPORTING
- CONTRACT AND INVOICE ADMINISTRATION

EDUCATION

Texas Woman's University, Bachelors of Accounting

EXPERIENCE WITH SCM

4 Years

LENA MORRIS, CPA

DIRECTOR OF ACCOUNTING

Lena is a licensed CPA with more than 30 years of experience in public accounting, corporate finance, and A/E industry financial management. She began her career in public accounting while completing her Bachelor's degree in Accounting at Texas Woman's University and has held her Texas CPA license since 2004. Her background includes 15 years in public accounting, five years with Goldman Sachs, and leadership of her own CPA firm. Lena's broad experience and strong work ethic provide disciplined, reliable financial oversight to every project she supports.

Lena will provide financial oversight, invoicing, and accounting support throughout the project duration at an estimated 10-15% level of effort.



- PROJECT COMMUNICATION AND DOCUMENTATION
- STAKEHOLDER COORDINATION
- PROPOSAL AND DELIVERABLE DEVELOPMENT

EDUCATION

University of North Texas, Bachelors of Business

EXPERIENCE WITH SCM

4 Years

BECCA AYDELOTT

PROJECT COORDINATOR

Becca assists with meeting coordination, information management, and project tracking, helping ensure seamless project execution from initial planning through project delivery. Exercising her exceptional communication and organization skills, she provides essential support to the project team by managing communication channels, preparing high-quality proposals and reports, and organizing project documentation. Her background in marketing and communications enables her to craft clear, concise, and visually effective materials for clients and stakeholders.

Becca will provide project coordination and documentation support at an estimated 15-25% level of effort across all project phases.

Availability and Response

SCM is intentional in how we manage our workload to ensure the appropriate staff is consistently available to deliver exceptional service. We do not overextend our team; instead, we are selective in the projects we pursue, choosing work that aligns with our expertise and where we are confident we can provide meaningful value. We prioritize long-term relationships and believe that a job well done is the foundation of continued partnership.

Our leadership team brings broad, complementary areas of expertise. While the principals remain actively involved throughout all phases of each project to ensure continuity and accountability, responsibilities shift strategically based on the specific needs of each phase. This approach ensures focused leadership while maintaining seamless oversight.

Client communication is a priority. Phone calls and emails are acknowledged the same business day and addressed promptly based on the nature and urgency of the request. We maintain flexibility and accessibility to provide responsive, uninterrupted support.

Our strategy emphasizes establishing clear standards, expectations, and communication protocols early in the project lifecycle. Proactive coordination and experienced oversight help mitigate last-minute emergencies and reduce unnecessary surprises. While unforeseen circumstances can arise in any project, our commitment to preparation, transparency, and disciplined management minimizes risk and supports consistent forward progress.



Staffing & Ability to Meet Schedule

SCM's project team is structured to provide dedicated, phase-appropriate capacity throughout the full duration of the Rollingwood City Hall Improvements project. **Cary Schmoldt will serve as Project Executive and principal point of contact**, with his involvement intensifying during construction as contractor management, change order negotiation, and City Council reporting demands increase. Helena Jenkins will serve as the primary day-to-day project manager during pre-construction, leading procurement, design review, schedule development, and contractor selection before transitioning to a supporting oversight role during construction and closeout. This structure ensures continuity of institutional knowledge across all project phases while matching the right level of leadership to each phase's demands.

SCM's lean, experienced team model is a deliberate asset for a project of this scale. Rather than assigning rotating staff or junior personnel, every member of the team assigned to Rollingwood will be engaged from project initiation through closeout. HPM's involvement as subconsultant strengthens the team's overall capacity and project controls capability, and HPM maintains an Austin office that provides the team with a local presence in the region as project needs require.

SCM currently maintains an active project portfolio that our principals manage concurrently, and our staffing commitments to this project have been designed with that context in mind. We are confident in our team's ability to meet the City's schedule requirements and are prepared to begin work immediately upon selection.



Knowledge of Local, State, & Federal Regulations

SCM's team brings direct working knowledge of the regulatory framework governing construction, development, building codes, environmental quality, and drainage applicable to the City of Rollingwood and the surrounding Travis County region — including requirements specific to municipal facilities that incorporate fire station operations.

BUILDING CODES AND CONSTRUCTION STANDARDS

Construction within the City of Rollingwood is governed by the City's Code of Ordinances and administered through its Development Services department via an online permitting platform. The City enforces the International Building Code (IBC) as adopted and locally amended, along with applicable mechanical, plumbing, electrical, and energy conservation codes consistent with Texas state-adopted standards. Commercial Certificate of Occupancy and Temporary Certificate of Occupancy processes are managed through the City's permitting system, and construction inspections are conducted by the City's designated inspection services provider. SCM will coordinate proactively with Development Services to ensure all inspection scheduling, permit compliance, and certificate of occupancy requirements are met without schedule disruption.

FIRE STATION REGULATORY REQUIREMENTS

Given the dual-use nature of this project — combining municipal city hall functions with fire station facilities for the Westlake Fire Department — SCM is familiar with the additional regulatory layer that fire station construction carries. Applicable standards include NFPA 1 (Fire Code), NFPA 101 (Life Safety Code) as adopted by the Texas State Fire Marshal's Office, and International Fire Code (IFC) requirements. Fire inspections in Rollingwood are coordinated through the Westlake Fire Department. Cary and Helena's prior fire station project experience across multiple Texas municipalities has given our team direct familiarity with these requirements and the coordination protocols they demand.

TEXAS ACCESSIBILITY STANDARDS

All commercial construction in Texas must comply with Texas Accessibility Standards (TAS) as enforced by the Texas Department of Licensing and Regulation (TDLR). SCM will ensure that TAS compliance is incorporated into design review from the earliest phases and that all required TDLR registrations and inspections are completed prior to occupancy.

Knowledge of Local, State, & Federal Regulations

ENVIRONMENTAL QUALITY AND DRAINAGE

Rollingwood's location within Travis County and in proximity to sensitive Central Texas watersheds means that stormwater management is a meaningful compliance consideration for this project. A Stormwater Pollution Prevention Plan (SWP3), including Erosion and Sediment Control (ESC) measures, is required by the Texas Commission on Environmental Quality (TCEQ) for construction projects that meet applicable disturbance thresholds. SCM will coordinate with the design team to ensure SWP3 documentation is prepared, submitted, and implemented prior to groundbreaking, and will monitor erosion control compliance throughout construction. The City of Rollingwood additionally requires that erosion control measures be in place before construction begins and remain in effect until landscaping is completed — a requirement SCM will track and enforce as part of our standard site observation protocol.

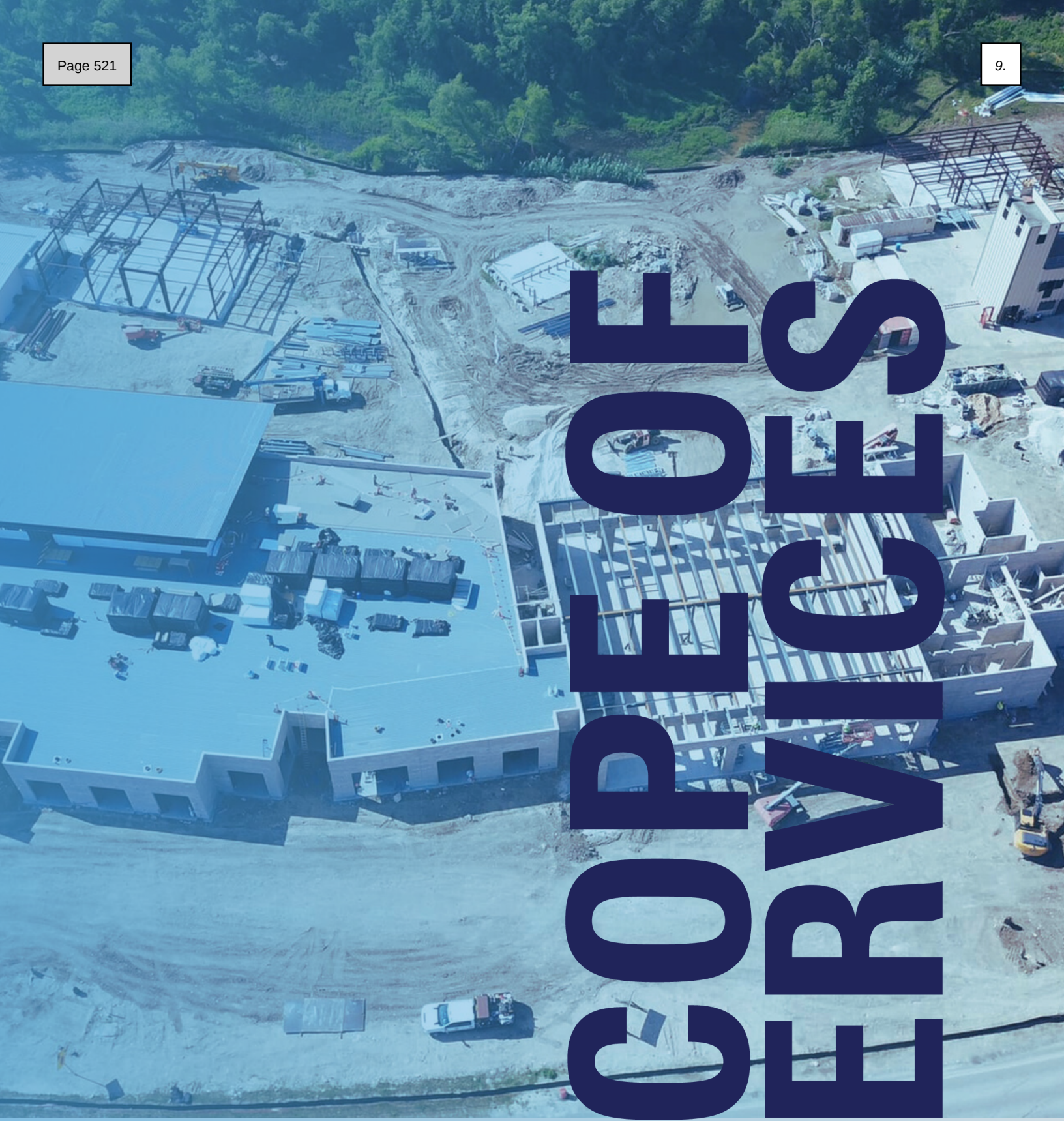
CONSTRUCTION LOGISTICS AND LOCAL RESTRICTIONS

SCM is familiar with Rollingwood's specific construction logistics requirements, which limit construction activity to weekdays during designated hours, prohibit construction on weekends and City holidays, and restrict construction vehicle routing to City-designated streets. These constraints will be incorporated into the project schedule and communicated clearly to the contractor at preconstruction to avoid compliance issues and minimize impact on the surrounding neighborhood.

STATE PROCUREMENT LAW

As a public entity procuring professional services, the City of Rollingwood is subject to Texas Government Code Chapter 2254, which governs the selection of professional services providers and prohibits competitive bidding on professional fees. SCM is experienced in structuring procurement processes for architects, engineers, and other consultants in full compliance with Chapter 2254 requirements and will guide the City through compliant procurement at every phase of the project.





SCOPE OF SERVICES

Scope of Services

APPROACH

SCM Construction Project Management approaches every owner's representative engagement from a single, unwavering position: **we work exclusively for the owner**. We do not perform design or construction services, we do not pursue architect or contractor relationships that could create conflicts, and every recommendation we make serves the City's interests alone. For the City of Rollingwood and Travis County ESD No. 9, that independence is especially important — with two funding partners, a shared facility program, and a project that will be delivered in full public view of the City Council, having an owner's representative whose loyalty is undivided is not a luxury, it is a necessity.

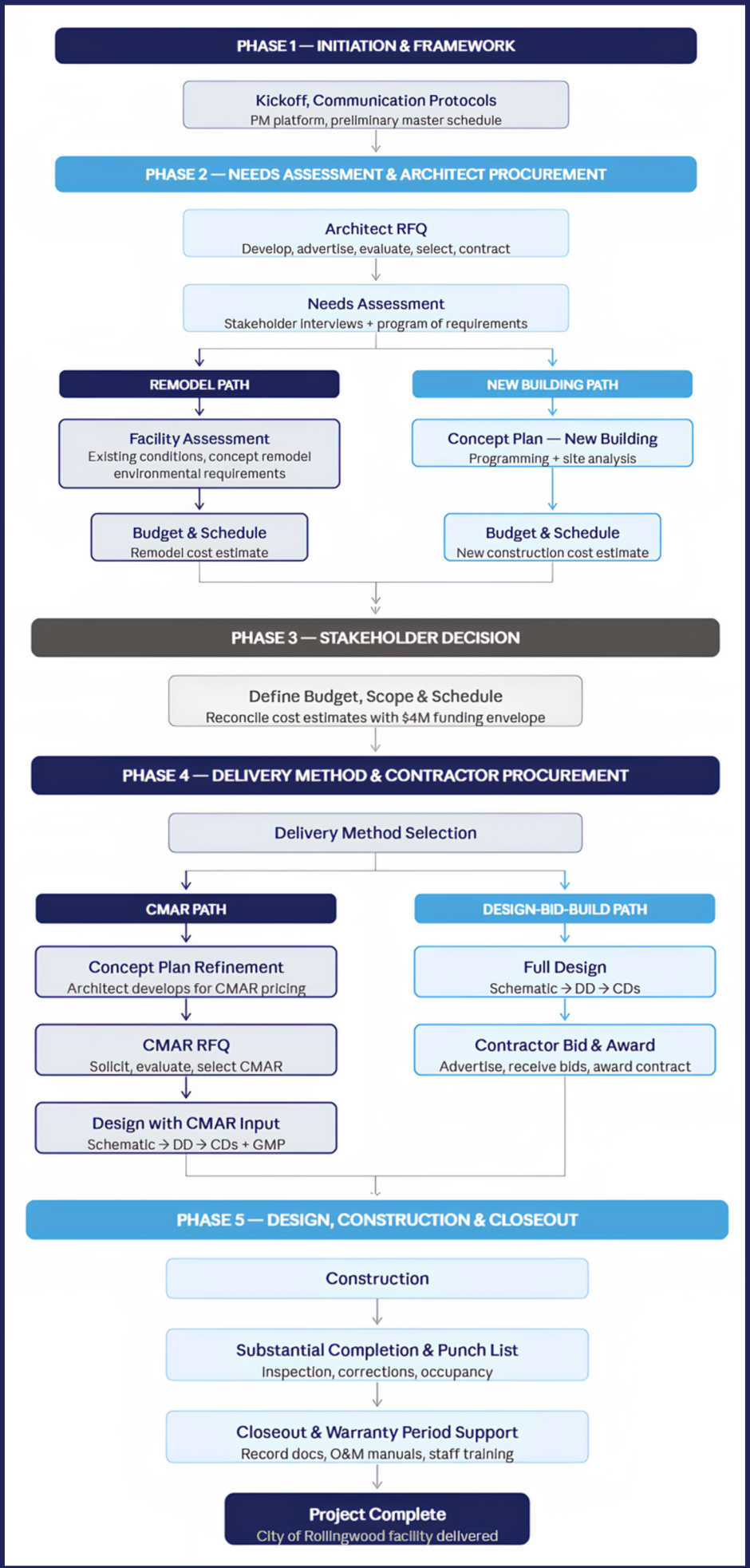
SCM'S APPROACH IS BUILT AROUND GETTING THE FOUNDATIONAL DECISIONS RIGHT.

SCM's principals have delivered fire stations, public safety facilities, and municipal buildings across Texas, including projects in the Austin metro area. We understand what these facilities require — from the specialized code environment and operational continuity considerations of fire station construction to the community sensitivity and Council-level accountability that small cities demand. We bring that experience to every phase of this project.





Scope of Services



The Rollingwood City Hall Improvements project carries a characteristic that distinguishes it from a standard single-owner municipal project: it is a shared investment between two public entities with distinct operational priorities. The City's municipal administration needs and the Westlake Fire Department's operational requirements must both be represented, balanced, and delivered within a unified $4 million budget and a shared construction schedule.

SCM's experience managing multi-stakeholder municipal projects — and our team's specific background in fire station delivery — makes us well suited to serve as the single point of coordination that keeps both partners aligned, informed, and confident in the outcome.

Scope of Services

The City of Rollingwood is at the beginning of a significant and consequential process. The $4 million in committed funding, $2.5 million from the City and $1.5 million from Travis County ESD No. 9, represents a clear commitment to action. This roadmap lays out the foundation that action requires: a validated assessment of facility needs, a defined project scope, a selected delivery method, a procured design team, and an established project framework.

The decisions made in the first 60 to 90 days will shape everything that follows: the design, the budget, the schedule, and ultimately whether the finished facility truly serves the City and the Westlake Fire Department for decades to come. Getting those early decisions right is the most important thing an owner's representative can do for the City of Rollingwood.

The following roadmap describes exactly how SCM would approach this project from day one, in plain terms, in sequence, with a realistic sense of who needs to be involved at each step and how long each phase will take.

PHASE 1 — PROJECT INITIATION AND FRAMEWORK ESTABLISHMENT

Before any design or construction activity can begin, the project needs a management structure. In the first two to three weeks of engagement, SCM will:

- **ESTABLISH COMMUNICATION PROTOCOLS AND REPORTING STRUCTURE**
  - **What it means**: Set up how information flows between the City, ESD No. 9, and the project team — who receives what reports, how often, and in what format
  - **Who is involved**: SCM (leads), City Administrator, ESD No. 9 representative
  - **Why it matters**: Two funding partners with different operational priorities need a single, structured communication channel from the start to avoid confusion and conflicting direction later
- **SET UP CENTRALIZED PROJECT MANAGEMENT PLATFORM**
  - **What it means**: Establish a shared digital environment where all project documents, decisions, meeting minutes, budgets, and schedules live — accessible to City staff and leadership at any time
  - **Who is involved**: SCM (leads), City staff, ESD
  - **Why it matters**: Every decision made on this project needs to be documented. A centralized system ensures nothing is lost and the City always has a complete, current record

Scope of Services

PHASE 1 — PROJECT INITIATION AND FRAMEWORK ESTABLISHMENT CONTINUED...

- **CONDUCT PROJECT KICKOFF MEETING**
  - **What it means**: Bring together all key stakeholders for a structured initial meeting to align on project objectives, confirm roles and responsibilities, establish decision-making authority, and review the project timeline
  - **Who is involved**: SCM (leads and facilitates), City Council representatives, City Administrator, City Attorney, ESD No. 9 leadership
  - **Why it matters**: Misaligned expectations at the start of a project create expensive problems later. A well-run kickoff meeting surfaces those misalignments before they become disputes
- **DEVELOP MASTER PROJECT SCHEDULE — PRELIMINARY**
  - **What it means**: Build an initial timeline showing all major milestones from planning through construction and occupancy, including key City Council decision points
  - **Who is involved**: SCM (leads), City Administrator
  - **Why it matters**: The City and ESD No. 9 need a realistic picture of how long this process will take before committing to a path forward

PHASE 2 — NEEDS ASSESSMENT AND ARCHITECT PROCUREMENT

Before meaningful facility assessment work can begin, the City needs a design professional on board. SCM will initiate architect procurement early in Phase 2 — ensuring the selected architect is seated and contributing before stakeholder interviews and facility evaluation begin in earnest. SCM will:

- **DEVELOP AND ISSUE ARCHITECT RFQ**
  - **What it means:** SCM prepares a formal Request for Qualifications for architectural services scoped to cover needs assessment, alternatives evaluation, and full design services through construction administration — bringing the architect on board for the entire project lifecycle from the start
  - **Who is involved:** SCM (leads), City Administrator, City Attorney (reviews procurement documents)
  - **Why it matters**: Procuring the architect early — before needs assessment begins — means the design professional helping evaluate the existing facility is the same one who will ultimately design the solution. That continuity eliminates the costly and time-consuming handoff that occurs when a separate assessment firm passes work to a design architect mid-project

Scope of Services

PHASE 2 — NEEDS ASSESSMENT AND ARCHITECT PROCUREMENT CONTINUED...

- **ARCHITECT EVALUATION AND SELECTION**
  - **What it means**: SCM manages the SOQ review process, facilitates interviews if conducted, prepares evaluation scoring, and provides the City with a documented recommendation for architect selection
  - **Who is involved**: SCM (leads process), City Council or designated evaluation committee (evaluators), City Administrator
- **ARCHITECT CONTRACT NEGOTIATION AND EXECUTION**
  - **What it means**: SCM assists the City in negotiating the architectural services agreement — reviewing scope, fee, schedule, and contract terms — before the contract is executed. Initial contract scope covers needs assessment and alternatives evaluation; full design services scope is confirmed and amended following the Stakeholders direction decision in Phase 3
  - **Who is involved:** SCM (leads negotiation support), City Attorney (contract review and execution), City Administrator, Selected Architect
  - **Why it matters**: Structuring the initial contract to cover needs assessment with a defined path to full design services gives the City flexibility — the architect is engaged and contributing immediately, with the full design scope confirmed once the project direction is established
- **STAKEHOLDER INTERVIEWS AND OPERATIONAL NEEDS ASSESSMENT**
  - **What it means**: Structured interviews and working sessions with each department that will use the facility — City Administration, Police Department, Public Works, and the Westlake Fire Department — to document current deficiencies, operational requirements, staffing projections, and future growth needs. The architect participates in these sessions to begin developing an informed understanding of the facility program
  - **Who is involved**: SCM (leads and facilitates), Architect (participates), Department heads, Westlake Fire Department operations staff, ESD No. 9 representative
  - **Why it matters**: An architect cannot design a building that meets the City's needs if those needs have not been clearly defined. This step produces the program of requirements that drives every subsequent design decision

Scope of Services

PHASE 2 — NEEDS ASSESSMENT AND ARCHITECT PROCUREMENT CONTINUED...

- **EXISTING FACILITY ASSESSMENT**
  - **What it means**: The architect conducts a professional evaluation of the existing City Hall structure — documenting current conditions, identifying deficiencies, assessing structural and systems integrity, and evaluating what renovation would realistically require. SCM oversees the process and ensures findings are documented in a format that supports the alternatives evaluation in Phase 3
  - **Who is involved**: Architect (leads assessment), SCM (oversight and coordination), City staff (site access and coordination)
  - **Why it matters**: The City cannot make an informed decision between renovation and replacement without an objective, professional assessment of what renovation would actually cost and require. Having the project architect conduct this assessment — rather than a separate consultant — ensures the findings directly inform the design approach
- **PROGRAM OF REQUIREMENTS**
  - **What it means**: SCM and the architect compile the results of stakeholder interviews and facility assessment into a formal document that defines the spaces, functions, square footage, adjacencies, and operational requirements the new or renovated facility must accommodate
  - **Who is involved**: SCM (leads), Architect (contributes), City Administrator, Department heads, ESD No. 9 representative, City Council (review and approval)
  - **Why it matters**: This document becomes the measuring stick against which every design decision is evaluated — and the foundation for the architect's design scope



Scope of Services

PHASE 3 — ALTERNATIVE EVALUATION AND PROJECT DIRECTION DECISION

With validated needs in hand and an existing conditions assessment complete, the City will be ready to make its most consequential decision: renovate, replace, or some combination of both. SCM will structure this decision-making process so the City Council can make it with confidence:

- **DEVELOP CONCEPTUAL COST ESTIMATES FOR EACH ALTERNATIVE**
  - **What it means**: Working with a cost estimating professional, develop order-of-magnitude cost projections for each viable project alternative — renovation only, replacement only, renovation plus addition — benchmarked against the $4 million budget
  - **Who is involved**: SCM (leads), Cost estimating consultant (to be procured), City Administrator
  - **Why it matters**: The City needs to know whether its available funding is sufficient for each alternative before committing to a direction. This step prevents the painful and costly experience of selecting an approach and then discovering mid-design that it exceeds the budget
- **EVALUATE ALTERNATIVES AGAINST ESTABLISHED CRITERIA**
  - **What it means**: Score each alternative against a consistent set of factors including operational functionality, total project cost, construction schedule, disruption to City operations during construction, long-term maintenance costs, and future growth capacity
  - **Who is involved**: SCM (leads analysis and presentation), City Administrator, Department heads, ESD No. 9 representative
  - **Why it matters**: A structured evaluation process produces a defensible, documented recommendation rather than a preference — important for a public entity making a decision with public funds
- **PRESENT ALTERNATIVES ANALYSIS AND RECOMMENDATION TO STAKEHOLDERS**
  - **What it means**: SCM prepares and delivers a formal presentation to all Stakeholders summarizing the needs assessment findings, existing conditions assessment results, alternative options, cost projections, and a recommended path forward
  - **Who is involved**: SCM (leads presentation), City Administrator (supports), City Council (decision-makers), ESD No. 9 leadership
  - **Why it matters**: This is the first major formal decision point for Stakeholders. A well-prepared, clearly organized presentation gives officials the information they need to make a confident, informed decision — and creates a documented record of the basis for that decision
- **STAKEHOLDERS SELECT PREFERRED PROJECT DIRECTION**
  - **What it means**: Following presentation and discussion, the Stakeholders formally select the preferred project approach
  - **Who is involved**: City Council, ESD, City Attorney (present), SCM (facilitates, documents decision)

Scope of Services

PHASE 4 — DELIVERY METHOD AND CONTRACTOR PROCUREMENT

With a validated program of requirements, an alternatives decision from City Council, and an architect already on board, Phase 4 focuses on two things: confirming how the project will be delivered and procuring the contractor. The architect's contract is also amended at this stage to expand scope from needs assessment into full design services.

- **DELIVERY METHOD RECOMMENDATION AND APPROVAL**
  - **What it means**: Evaluate the two most appropriate delivery methods for a project of this type and size — Design-Bid-Build (traditional) and Construction Manager at Risk (CMAR) — and recommend the approach that best serves the budget, schedule, risk tolerance, and capacity to manage the process
  - **Who is involved**: SCM (leads analysis and recommendation), City Administrator, City Attorney (contract implications), City Council, ESD
  - **Why it matters**: The delivery method determines how the architect, contractor, and owner relate to each other — and has significant implications for cost, risk, schedule, and the City's level of involvement throughout construction
- **ARCHITECT CONTRACT AMENDMENT — FULL DESIGN SERVICES**
  - **What it means**: SCM assists the City in negotiating an amendment to the existing architect contract that expands scope to cover full design services through construction administration — schematic design, design development, construction documents, bidding/procurement support, and construction administration
  - **Who is involved**: SCM (leads negotiation support), City Attorney (contract review), City Administrator, Architect
  - **Why it matters**: Because the architect was engaged early with a defined path to full design services, this amendment is a natural continuation rather than a new procurement — saving the City weeks of additional procurement time and preserving the institutional knowledge the architect has built during needs assessment and alternatives evaluation



Scope of Services

PHASE 4 — DELIVERY METHOD AND CONTRACTOR PROCUREMENT CONTINUED...

- **CONTRACTOR RFP DEVELOPMENT AND ADVERTISEMENT**
  - **What it means**: SCM prepares the Request for Proposals for construction services, structured in accordance with the selected delivery method and in compliance with applicable municipal procurement requirements. The architect supports with technical document review
  - **Who is involved**: SCM (leads), Architect (technical support), City Attorney (reviews), City Administrator
- **CONTRACTOR EVALUATION AND SELECTION**
  - **What it means**: SCM manages the proposal review process, facilitates interviews or presentations if conducted, prepares evaluation scoring, and provides the City with a documented recommendation for contractor selection
  - **Who is involved**: SCM (leads process), City Council or designated evaluation committee (evaluators), City Administrator, Architect (technical evaluation support)
- **CONTRACTOR CONTRACT NEGOTIATION AND EXECUTION**
  - **What it means**: SCM assists the City in negotiating the construction contract — reviewing scope, GMP or bid amount, schedule, general conditions, and contract terms — before the contract is executed by the City Attorney
  - **Who is involved**: SCM (leads negotiation support), City Attorney (contract review and execution), City Administrator, Selected Contractor, Architect
  - **Why it matters**: A well-negotiated construction contract protects the City's budget, schedule, and quality expectations before a single shovel hits the ground

PHASE 5 — DESIGN, PROCUREMENT, CONSTRUCTION, AND CLOSEOUT

With a validated program of requirements, a selected delivery method, and a fully scoped architect contract in place, and a contractor under contract, the project transitions into the fulll design and construction sequence. SCM's full scope of owner's representative services governs all activities from this point through final closeout and warranty period.

KEY MILESTONES IN THIS PHASE INCLUDE:

- Schematic design development and City Council review
- Design development and independent cost estimate reconciliation
- Construction documents and permitting
- Construction — Duration dependent on selected project scope
- Substantial completion, punch list, and occupancy
- Closeout and warranty period support



REFERENCES & EXPERIENCE

References & Experience

Hays County ESD #2 and #8, Buda Central Fire Station No. 1 Buda, Texas

PROJECT NAME:
Hays County ESD #2 & #8 - Buda Central Fire Station No. 1

CLIENT INFORMATION:
Hays County Emergency Service District No. 2 & No. 8
209 Jack C. Hays Trail
Buda, Texas 78610

CONTACT:
Fire Chief
Clay Huckaby
(512) 563-3312
chuckaby@budafire.org
Assistant Fire Chief
Raymond Seyfried
(830) 220-3636
rseyfried@budafire.org

SCM PROJECT MANAGER
Cary Schmoldt
Cary@scm-pm.com

PROJECT VALUE:
Cost: $22,135,488

START DATE:
6/22/2022

COMPLETION DATE:
12/4/2025

PROJECT DELIVERY:
DESIGN BID BUILD

PROJECT SCOPE

- 44,063 SF 2-story
- Type IIB non-combustible building.
- 5 Apparatus Bays
- 10 dorm living quarters
- Kitchen, dining, break rooms and other support areas
- Administration offices, community room, and training rooms
- Hays ESD museum
- 3,491 SF 4 bay maintenance building

SCM IMPACT

SCM, engaged by the Architect, provided project management services for this project. When faced with significant GC performance and subcontractor quality deficiencies, SCM stepped up to provide support to the owner as they worked through mediation with the GC.

In response to SCM's exemplary performance during mediation, the ESD terminated their owners representatives agreement and extended SCMs engagement to take the project through completion.



References & Experience

Forney Fire Station No. 1 Remodel
Forney, Texas

PROJECT NAME:
Forney Fire Station No. 1 Remodel

CLIENT INFORMATION:
The City of Forney
104 E. Aimee
Forney, Texas 75126
(972) 564-4161

CONTACT:
Asst. Director of Engineering
Candy McQuiston
(972) 552-6561
cmcquiston@forneytx.gov

SCM PROJECT MANAGER
Helena Jenkins
Helena@scm-pm.com

PROJECT SIZE
Cost: $597,000

START DATE:
01/2022

COMPLETION DATE:
07/2023

PROJECT DELIVERY:
CMAR



PROJECT SCOPE

- Remodel of 5,191 SF operating fire station including bunk area, bathrooms, day room, kitchen
- Adding covered parking for department vehicles
- Facility remained in service 24/7

SCM IMPACT

As a consultant to the Architect, the SCM team provided project management services during the design and construction phases of this project. The project team included the Architect, General Contractor, and the City's Owner's Representative.

The project presented complex coordination demands, including an occupied facility that required the fire station to remain operational 24/7 throughout construction. SCM's role required rigorous documentation discipline, proactive scheduling oversight, and close collaboration across all project stakeholders to maintain design intent, construction quality, and contractual compliance.

SCM's consistent professionalism, thorough documentation practices, and steady focus on the owner's best interests enabled the project team to navigate a challenging environment and deliver a successful outcome. At project closeout, the City of Forney formally recognized SCM's poise, professionalism, and ability to remain focused on project needs under pressure — a reflection of the disciplined, owner-centered approach SCM brings to every engagement.

References & Experience

City of Denton, Fire Station 5 & 6
Denton, Texas

PROJECT NAME:
Fire Station 5 & 6

CLIENT INFORMATION:
City of Denton
215 E. McKinney St.
Denton, Texas 76201

CONTACT:
Director of Capital Projects
Seth Garcia, PMP
seth.garcia@cityofdenton.com
(940) 349-8938

HPM PROJECT MANAGER
Juan Fernandez
jfernandez@hpmleadership.com

PROJECT SIZE
Cost: $20,000,000 combined





SCM has engaged HPM Building Solutions as a subconsultant on this project. HPM's municipal fire station experience is directly relevant to the Rollingwood project, and the City of Denton is provided as a reference for HPM's work on Fire Stations No. 5 and 6 — a concurrent $20 million renovation and reconstruction program managed by HPM team members Juan Fernandez and Joey Decker, both of whom are assigned to this project.

HPM IMPACT

The City of Denton is modernizing Fire Stations 5 and 6 to meet the demands of its rapid growth and enhance community safety. Fire Station 5 will be demolished and rebuilt with a fourth bay
for water rescue equipment, additional dorms, an officer suite, and temporary living quarters, while Fire Station 6 will undergo renovations to add dorms, an officer suite, and utility upgrades. HPM is providing Program Management and Project Controls services for both $10 million facilities as part of Denton's broader municipal improvement initiatives.

References & Experience

Pilot Point Police Station
Pilot Point, Texas

PROJECT NAME:
Pilot Point Police Station

CLIENT INFORMATION:
City of Pilot Point
1797 N. Washington St.
Pilot Point, TX 76258
(940) 686-2969

CONTACT:
Denise Morris
City of Pilot Point
EDC Director
Dmorris@pilotpointtx.gov
(940) 218-3411

SCM PROJECT MANAGER
Helena Jenkins
Helena@scm-pm.com

PROJECT SIZE
Cost: $1,300,000

START DATE:
2019

COMPLETION DATE:
2021

PROJECT DELIVERY:
DESIGN BID BUILD



PROJECT SCOPE

- 5600SF
- Designed to match look and feel of adjacent fire station

SCM IMPACT

Helena Jenkins acted as PM supporting the City of Pilot Point in the planning and design of a new 5,600 SF stand-alone Police Department facility, the City's first dedicated police building. The project allows the department to relocate from its previous space within City Hall and provides capacity for future operational growth.

Helena worked closely with City leadership and the design team to ensure the project remained aligned with the City's operational goals, budget, and schedule. She coordinated design reviews focused on functionality, security, constructability, and code compliance, while also helping guide decisions that balanced the facility's operational needs with the architectural character of Pilot Point's downtown area and adjacent fire station.

Throughout the design process, Helena facilitated cost review and constructability discussions, helping the City evaluate options and establish the project budget that supported authorization for construction. Her coordination helped maintain clear communication among stakeholders while protecting the City's priorities during planning and design.

References & Experience

The Samaritan Inn
McKinney, Texas

PROJECT NAME:
The Samaritan Inn
PAWS Pet Kennel

CLIENT INFORMATION:
The Samaritan Inn
1514 N. McDonald Street
McKinney, Texas 75071
(972) 542-5302

CONTACT:
Chief Operating Officer
Dennis Seeman
dseeman@saminn.org
(972) 542-5302 ext. 238

SCM PROJECT MANAGER
Cary Schmoldt
cary@scm-pm.com
Helena Jenkins
Helena@scm-pm.com

PROJECT SIZE
Cost: $1,100,000

START DATE:
02/2025

EST. COMPLETION DATE:
06/2026





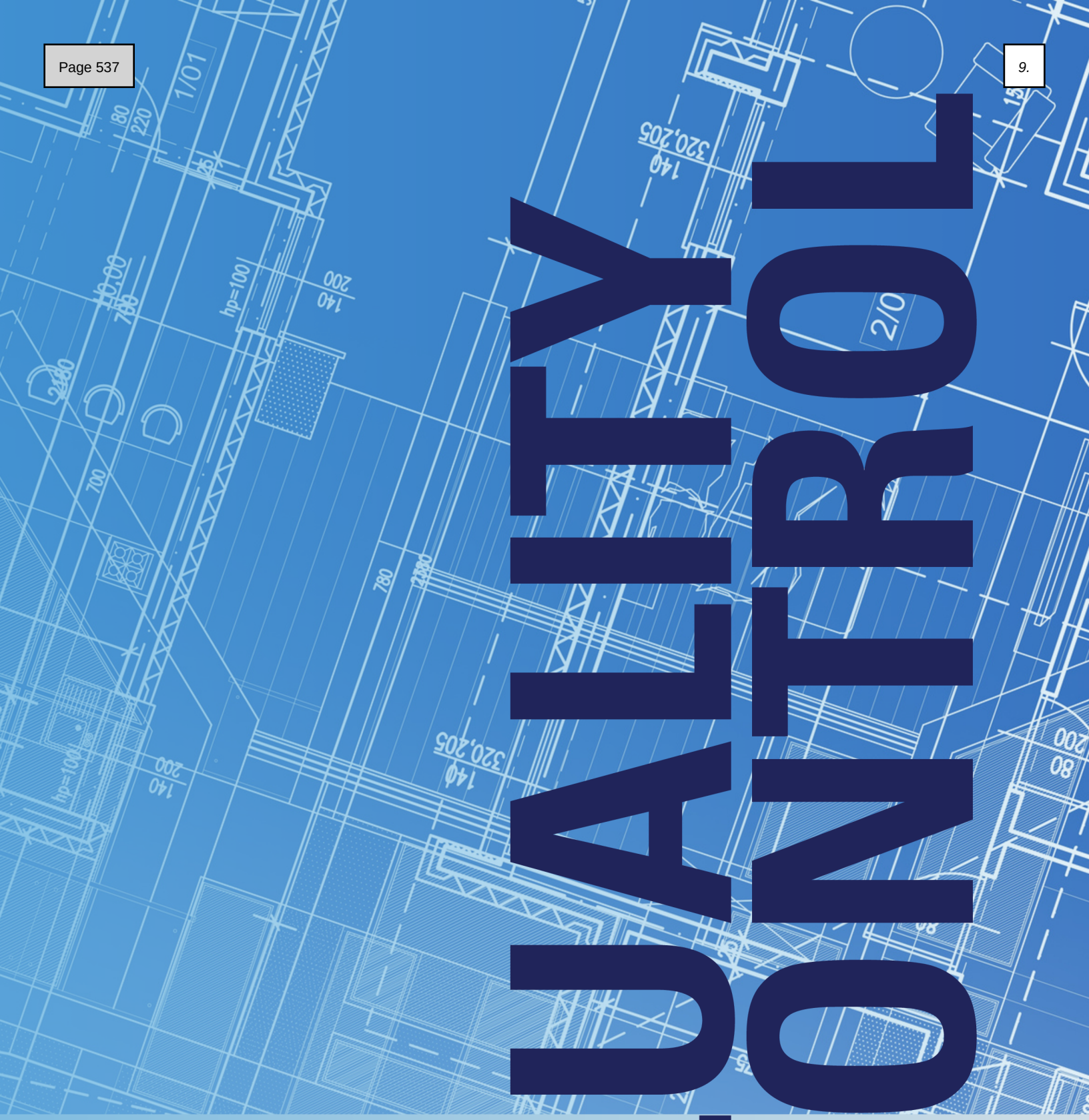


PROJECT SCOPE

- Phase 1 : design
- Phase 2: site foundation and power for two refrigerated containers
- Phase 3: 1700 SF kennel facility and 3 to 4 acre additional parking and site improvements

SCM IMPACT

The Samaritan Inn engaged SCM to manage the design and construction of an animal shelter on their existing campus. As a result of SCM's ability to navigate a very difficult permitting process and their efforts driving the design team to respond thoroughly and promptly to keep the project moving forward, the Owner has increased the scope of the project to include several other components they were previously apprehensive to pursue due to prior experience with construction and Project Managers. SCM has become a trusted partner of The Samaritan Inn.



QUALITY CONTROL

Quality Control

OUR QUALITY CONTROL PHILOSOPHY

SCM's approach to quality control is proactive, not reactive. By the time a deficiency appears in the field, the opportunity to prevent it has already passed. Our QC framework is designed to catch problems at the earliest possible stage — during design review, procurement, and pre-construction coordination — so that the City of Rollingwood receives a finished facility that conforms to the contract documents, meets the operational needs of both the City and the Westlake Fire Department, and delivers lasting value on the public's investment.

As an owner's representative with no design or construction services to protect, SCM brings an unbiased eye to every QC function. We are not reviewing the architect's drawings to protect a design fee relationship, and we are not approving a contractor's pay application to preserve a construction contract. Every quality determination we make is made solely in the City's interest.

DESIGN PHASE

The most cost-effective quality control happens before construction begins. During design development, SCM conducts structured reviews at each phase milestone — schematic design, design development, and construction documents — evaluating the architect's work for constructability, cost alignment, cross-discipline coordination and consistency, specification completeness, and code compliance.

On a recent fire station project for Buda ESD No. 8, SCM's design review identified a critical code conflict before construction began. The project was classified as a Type II non-combustible building, but the architectural plans specified ZIP OSB board sheathing — a combustible material incompatible with the building's classification. SCM flagged the conflict, recommended a compliant alternate material, and the substitution was made during design — resulting not only in a code-compliant solution but an actual cost savings to the owner. Had this gone undetected into construction, the correction would have required material removal, rework, and a potential change order. Early detection eliminated all of that exposure.

SCM BRINGS AN UNBIASED EYE TO EVERY QC FUNCTION.



Quality Control

PROCUREMENT AND CONTRACT

SCM applies the same rigor to procurement documents that we apply to design documents. Before the City executes any contract, SCM reviews scope of work completeness, the contractor's schedule of values for front-loading or imbalanced line items, general conditions for consistency with the project's delivery method and risk allocation, and bid alternates and allowances for appropriateness and potential impact on the base contract.

A discipline SCM applies consistently is scrutinizing how contingency and overhead are structured within the contract amount and change orders.

On the Buda ESD No. 8 project, SCM identified that the contractor's change orders were including a separate line item for overhead and profit on top of a contract amount that already incorporated those costs within the contingency. To illustrate the issue:

- Contract amount: $500,000 — which includes $50,000 in contingency (overhead and profit already accounted for within the contract total)
- Contractor's change order: $10,000 — broken out as $9,000 for work and $1,000 for overhead and profit

The $1,000 overhead and profit line was not legitimate until the contract amount was fully exhausted. SCM rejected the improper markup, protecting the City from a compounding cost error that would have grown with every subsequent change order.



Quality Control

CONSTRUCTION PHASE

During construction, SCM's QC framework operates across four areas simultaneously:

Site Observation and Documentation SCM conducts regular site visits to personally observe major assemblies and verify general conformance with the contract documents. Every visit produces a written site visit report and photographic documentation — creating a contemporaneous, timestamped record that protects the City's interests and provides an objective account of construction progress.

On a recent project, SCM observed that a storefront window system had not been installed in accordance with the contract documents or the approved mock-up. Given concerns about the installation's integrity, SCM required the contractor to conduct a water infiltration test under simulated rain conditions. The system failed. SCM documented the deficiency in writing, issued formal notification to the architect, owner, and contractor, and required complete removal and reinstallation of the window system per the contract documents. The corrected installation was verified by SCM before the work was accepted. Had this gone undetected, the City would have accepted a building envelope that would have allowed water infiltration — a costly and disruptive warranty problem after occupancy.

Pay Application Review Before recommending any monthly progress payment, SCM independently verifies that the work billed corresponds to work in place. A common contractor practice that SCM monitors closely is invoicing general conditions and fees based on a fixed schedule rather than actual percentage complete. If a contractor front-loads general conditions billing — temporary facilities, site offices, portable toilets, dumpsters, temporary fencing, and staff costs — and the project schedule extends beyond the original completion date, the contractor can exhaust those funds before the project is finished. The result is a contractor who cannot fund site overhead out of project funds, creating pressure on the owner to approve additional costs that were never legitimate change orders.

On the Buda ESD No. 8 project, SCM identified this pattern and kicked back every pay application where general conditions were billed ahead of actual percentage complete — requiring the contractor to reconcile billings to verified work in place before payment was recommended. This discipline protected the owner's cash flow and preserved the contractor's ability to fund site operations through project completion.



Quality Control

CONSTRUCTION PHASE CONTINUED...

Change Order Review and Negotiation Every change order request received by SCM is independently evaluated for scope justification, pricing reasonableness, and schedule impact before a recommendation is made to the City. SCM does not accept contractor pricing at face value.

On a recent project, the contractor submitted a change order for shoring jacks required to support the structure during removal of a wall shown on the demolition drawings. SCM reviewed the structural drawings and confirmed that the shoring jack requirement was explicitly called out in the contract documents — it was work the contractor was already obligated to perform under the original scope. SCM rejected the change order in full. The contractor completed the shoring work at no additional cost to the owner.

Submittal, RFI, and Cross-Document Coordination SCM maintains systematic submittal and RFI logs throughout construction, ensuring that no item falls through the cracks between the contractor, architect, and owner. A disciplined RFI process also serves as an active QC tool — catching conflicts between disciplines before they become field problems.

On a recent project, the contractor submitted an RFI regarding the location of a duct penetration through a wall and floor assembly. The contractor had scaled the penetration location from the HVAC plans, which did not reflect a mechanical chase that had been designated for that purpose. However, the chase was clearly indicated on the structural drawings and had already been framed per the structural plans. SCM cross-referenced the documents, identified the coordination gap, and directed the contractor to use the existing framed chase — eliminating what would otherwise have been a change order for field-cut penetrations and structural patching. The solution cost the owner nothing and kept the project on schedule.

CLOSEOUT

SCM's QC process does not end at substantial completion. Before recommending final payment and project closeout, SCM verifies that all punch list items are corrected and confirmed by SCM site observation, all project record documents and as-built drawings are complete and accurate, all O&M manuals are organized and delivered to the City, all warranties are submitted and reviewed for completeness, all required staff training has been completed, and all outstanding RFIs, submittals, and ASIs are formally closed in the project record.

TOOLS AND DOCUMENTATION

SCM utilizes Microsoft 365 as our primary project management and documentation platform, including SharePoint for centralized document management and version control, Teams for real-time project communication and meeting documentation, and Excel for submittal logs, RFI tracking, budget tracking, and change order logs. All project documentation is maintained in a structured, owner-accessible file system so that the City of Rollingwood has real-time visibility into project records at every stage — not just at milestone reporting intervals.

SCM Philosophy

Mission Statement

At SCM, our mission is to simplify the construction process for our clients by providing steady leadership, transparent communication, and proactive project management, honoring our fiduciary responsibility to our clients. We advocate for our clients' best interests at every step, ensuring their vision is delivered with clarity, quality, and confidence. We consider our team an extension of our client's organization and ardently advocate for their interests throughout the project.

Vision Statement

Our vision is to be the most trusted Owner's Representative partner—known for reducing risk, preventing surprises, and transforming complex projects into streamlined, successful outcomes. We advocate for our clients putting our experience to work to protect their interests.

Corporate Values

- **Integrity & Transparency:** We operate with honesty, integrity and accountability in every interaction.
- **Service to the Client:** Our clients' priorities drive our decisions and our approach. Every recommendation and decision is rooted in supporting client objectives and project success.
- **Excellence:** We hold ourselves and our partners to the highest professional standards.
- **Leadership**: We lead with confidence, clarity and respect—never waiting for problems to arise.
- **Collaboration:** Strong teams and strong relationships create successful projects. We work to foster the success of each individual team member, enhancing the project's overall success.
- **Stewardship:** We protect our clients' time, budget, and resources as if they were our own. We believe that everyone should be treated fairly and with respect.

SQUARE ONE
A DIVISION OF PROJECT CONTROL
a kiwa company



June 8, 2026

Request for Qualifications

Owner's Representative Services for City Hall Improvements

City of Rollingwood

Presented To
City of Rollingwood

Presented By
Square One Consultants

Location
1000 Westbank Drive, Suite 4A
Westlake Hills, TX 78746

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June 8th, 2026

RE: Statement of Qualifications – Owner's Representative Services for City Hall Improvements

Dear Mayor, City Council, and Selection Committee,

Square One Consultants is pleased to submit our Statement of Qualifications to provide Owner's Representative Services for the City Hall Improvements Project. We are local to the area, with our main office and proposed team officing right in Westlake on Westbank Drive. We have been in the area for 31 years and are very familiar with the City of Rollingwood and the surrounding area. It would be an honor to partner with Rollingwood and provide our services right here in our hometown.

For more than three decades, Square One has successfully guided public-sector clients through the delivery of complex capital improvement projects, providing comprehensive project management, owner's representation, construction administration, and program management services. Our experience spans municipal facilities, public safety buildings, government offices, infrastructure improvements, and other public-sector projects where accountability, transparency, schedule management, and budget stewardship are essential to project success.

We understand that the City seeks an Owner's Representative capable of serving as a trusted advisor and advocate throughout all phases of the project. Square One's approach is built upon proactive communication, rigorous project controls, detailed budget and schedule oversight, and collaborative leadership. Acting solely in the City's best interests, our team will provide the technical expertise, organizational structure, and hands-on management necessary to guide the project from planning through occupancy while maintaining alignment with the City's goals, budget, and schedule expectations. Our team brings extensive experience managing consultant and contractor procurements, facilitating stakeholder engagement, overseeing design development, monitoring construction quality, evaluating costs and change orders, coordinating regulatory requirements, and supporting successful project closeout. We understand the unique challenges associated with municipal projects and are committed to delivering a facility that reflects the City's vision while maximizing the value of public investment.

Square One is particularly excited about the opportunity to support Rollingwood's efforts to improve its municipal facilities and enhance services for both City staff and emergency responders. We believe our experience, commitment to client service, and proven track record of successful project delivery make us exceptionally qualified to serve as the City's Owner's Representative.

Thank you for your consideration of our qualifications. We look forward to the opportunity to discuss our team, experience, and approach in greater detail.

Sincerely,

Ben N Snyder

Ben Snyder, Senior Vice President
bsnyder@sq1.us
512-921-2235

2. Firm Description



FIRM DESCRIPTION

Provide the name and address of the firm with the name, address, telephone, fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization.

Firm Information:
Square One Consultants
1000 Westbank Drive, Suite 4A
Westlake Hills, TX 78746

Contact Person:
Ben Snyder, Senior Vice President
bnsyder@sq1.us
512-921-2235

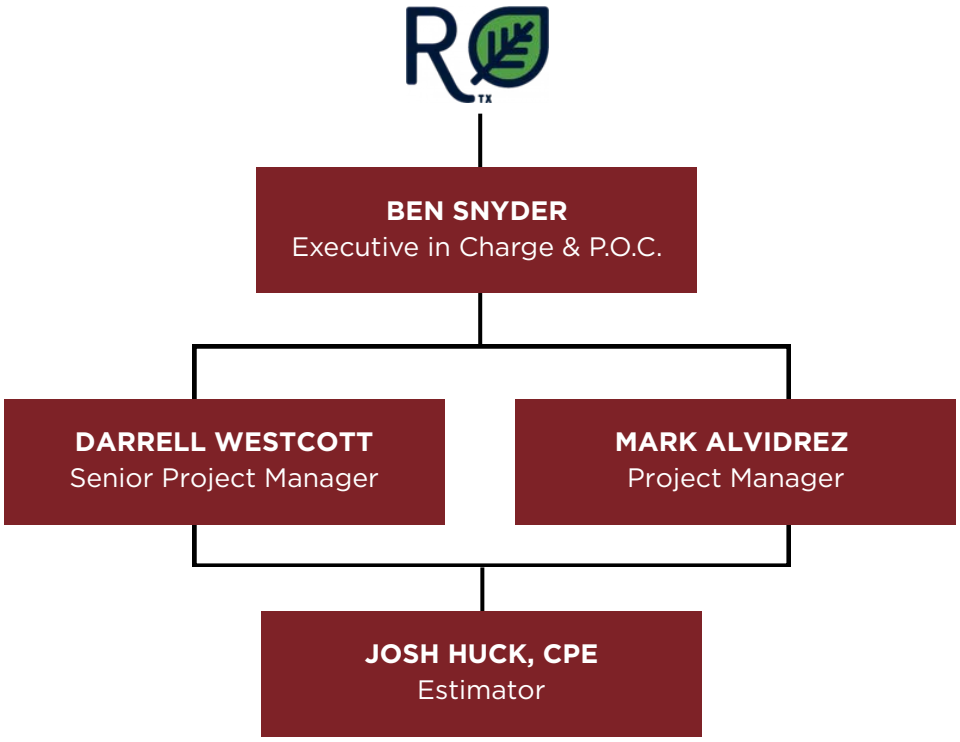
List the number of years providing owner's representative services, specifically for local government entities.
31 years.

All submitting firms must identify the location of any parent office(s), and the location of the office that will be principally responsible for the project.
Parent office is located in Austin, TX, in the City of Westlake Hills, at the address above.

For the office responsible, please provide an Organizational Chart depicting:

a. Key staff proposed for the City's Project.
Executive in Charge: Ben Snyder
Senior Project Manager: Darrell Westcott
Project Manager: Mark Alvidrez

b. All staff members who will be involved in supporting the firm's efforts.
Estimator: Josh Huck



3. Project Team and Qualifications



a. Identify all key personnel, their relationship to the project, relevant qualifications and experience, degrees held, registrations, memberships, years with the firm, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.

Below is our proposed staff for this project. **All personnel are based right here in the Westlake Hills area, where our main office is located.** Please see their resumes on the following pages for specifics about their experience.

Personnel Level of Effort:

- **Executive in Charge:** Ben Snyder – 20% of time
- **Senior Project Manager:** Darrell Westcott – 50% of time – Heavy during design
- **Project Manager**: Mark Alvidrez – 80% of time – Heavy during construction
- **Estimator**: Josh Huck – as needed

i. Identify all staff members who hold a Certified Construction Manager (CCM) in a project leadership capacity. (Must be employees of the prime firm at the time of submission.)
While we do not have any staff members who hold a CCM, we do have 2 staff members who are PMP (Project Management Professional) Certified.

ii. List of personnel with experience specifically in the municipal facilities market.
Ben Snyder, Senior Vice President
Darrell Westcott, Project Manager
Mark Alvidrez, Project Manager

We have also included a list of municipal projects from our partner company, Project Control. Please see that on Page 12.

iii. Identify the person who will be primarily responsible for contact with the City.
Darrell Westcott will be the primary contact with the City for this project. His information is:
email: dwestcott@sq1.us; **phone**: 832.265.5545

iv. For team members in a project support role, provide a half-page résumé with the following information:
1. Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm.
Josh Huck will be our professional estimator for this project. Please see his resume for this specific information.

2. List of personnel experience, specifically in the municipal facilities market.
Josh Huck's more specific municipal projects are below. They were completed independently of Square One.

- **Hamilton Town Hall Improvements-** Renovations/Additions- Hamilton, MA- $9MM
- **Princeton Public Safety Complex-** Princeton, MA- Ground Up Construction of new town offices, police department, and fire department. of public works- $32MM
- **Franklin County 4th Floor Renovations-** Renovations to existing courtrooms, restrooms, staff offices- $3.8MM- Columbus, OH



BEN SNYDER

EXECUTIVE IN CHARGE

PROFILE

Ben has more than 27 years in the design and construction industry and is highly proficient in the Project Management/Owner Representation field and continually provides exceptional service to his clients. Coupled with his degree in architecture and his project management experience over multiple project types, Ben provides vast knowledge and understanding to both public and private Owners.

CONTACT

512-921-2235
bsnyder@sq1.us
Austin, TX

CERTIFICATIONS

University of Southern Illinois
Bachelor of Architectural Studies
Minor in Architectural Technology

Years with SQ1: 20 years

Opportunity Austin Memeber

(*) Projects completed before Square One

HIGHLIGHTED EXPERIENCE

Littlefield Building | Austin, TX
18,000 SF historic renovation, preserving the architectural legacy of the iconic Littlefield Building while modernizing interior spaces for contemporary use.

Scarborough Building | Austin, TX
20,000 SF renovation of the historic Scarborough Building for DivcoWest, blending timeless architecture with modern upgrades to revitalize one of Austin's landmark properties.

Bastrop County Health & Housing Collaborative | Bastrop, TX
This project addresses Bastrop County's critical shortage of affordable and workforce housing, with a focus on equity for historically marginalized and low-income households. The effort will focus on planning and pre-development to expand housing access for low- to middle-income earners, families needing subsidies, and individuals experiencing homelessness.

Travis County Supportive Housing | Austin, TX
Working in support of the Travis County initiative to provide more supportive housing for individuals and families in need of housing. Our role is to oversee all invoicing and payment approvals for vendors, wage rate confirmation, budget compliance, and quality control in the field during construction. The project scope includes over 3,000 units.

Headwaters at the Comal | New Braunfels, TX
The project includes the repurposing of an existing building with an aspect of new construction, with an emphasis on landscaping and site rehabilitation. The facility will serve as an education center for the Headwaters at the Comal.

Oracle Waterfront Campus | Austin, TX
Ground-up construction of multiple office buildings, parking garages, dining spaces, and a central plant costing over $500,000,000. Project Size: Excess of 1,000,000 SF Office, 4,000 Parking Spaces.

AMD | Austin, TX
Renovation of space in a 100,000 SF building for 5 testing labs, raised floor, central plant, office space for 450 people.

Austin ISD Bond Programs | Austin, TX
Numerous school projects, additions, and renovations for three separate school bond programs from 2007 until present day. Project Size: Multiple Campuses across School District.



MARK ALVIDREZ

SENIOR PROJECT MANAGER

PROFILE

Mark Alvidrez is a seasoned Project Manager with over 27 years of experience in construction and contracting. He has led major projects across education, commercial, and public sectors, including work for Austin ISD, Apple, and the Blanton Museum. Skilled in strategic planning, scheduling, and stakeholder coordination, he excels at managing multiple projects while ensuring quality and efficiency. He is proficient in industry tools like Constructware and Prolog. Mark is dedicated to delivering high-quality, cost-effective construction solutions.

CONTACT

512-721-9491
malvidrez@sq1.us
Austin, TX

QUALIFICATIONS

Texas A&M University
Bachelor, Construction Science

Years with SQ1: 4 years

- Constructware
- P3 Scheduler
- Sure Trak
- Prolog

(*) Projects completed before Square One

HIGHLIGHTED EXPERIENCE

Austin ISD | Austin, TX
Project manager for various campus renovations, HVAC upgrades, classroom renovations, and additions to numerous campuses throughout the district.

Bob Bullock State History Museum - State Preservation Board | Austin, TX *
New construction of the large Texas History museum with subterranean parking.

Texas Permanent School Fund | Austin, TX
Interior renovation of existing office building for the Texas Permanent School Fund.

5209 Burnet Road | Austin, TX
New construction for Pennybacker Developer on Burnet Road. Now called Victory Plaza, this Class A office building is 93,000 SF with three unique floors, two rooftop patio terraces, conference facilities, a communal outdoor plaza, and structured parking spaces.

Dripping Springs ISD | Dripping Springs, TX
Dripping Springs Elementary School Renovations: 21,000 SF renovations to a school, including improvements to the HVAC system, plumbing, wall systems, and finishes.

Blanton Museum - University of Texas | Austin, TX *
New construction of UT Austin's Blanton Museum. It is one of the largest university art museums in the U.S. with 189,340 square feet devoted to temporary exhibitions, permanent collection galleries, storage, administrative offices, classrooms, a print study room, an auditorium, shop, and cafe.

Riata Vista Campus - Apple | Austin, TX *
New construction of 917,536 sf of office space, 3 parking garages, central utility plant an extensive landscaping and site improvements.

Frost Bank Tower - Cousins Properties | Austin, TX *
New construction of 540,000 SF, 33-story high-rise building shell with parking garage.

McNeil High School - Round Rock ISD | Round Rock, TX *
Multi-phased addition and renovation project including an agricultural building/barn and classrooms, renovation of restrooms and locker rooms, updates to the central utility plant, HVAC system, and building additions for Special Education curriculum, administration, and fine arts.



DARRELL WESTCOTT

SENIOR PROJECT MANAGER

PROFILE

Darrell is an award-winning design professional with over 15 years of experience in designing diverse project types such as workplace, multiple, institutional, biocontainment, and government buildings across North America, Asia, and the Middle East. Darrell's expertise lies in effectively translating clients' needs into customized design experiences that align with their unique culture.

CONTACT

832-265-5545
dwestcott@sq1.us
Austin, TX

QUALIFICATIONS

University of Houston
Master of Architecture
Texas Tech University
Bachelor of Architecture

Years with SQ1: 2 years

- Registered Architect
- NCARB Certified
- RECA Member
- Urban Land Institute Member
- Real Estate License - In Progress

(*) Projects completed before Square One

HIGHLIGHTED EXPERIENCE

State Bar of Texas | Austin, TX
Renovation and improvement to a historic building and an addition of a 3-story new building of 13,400SF located above the historic structure. This facility will be used as an education and conference center for the State Bar of Texas. The facility will include a large two-story lecture hall, conference rooms, event space, offices, kitchen, restrooms, and storage.

Delta Millworks Headquarters | Austin, TX
Development of a 35-acre site in Wimberley, Texas, for a new facility to support the operations of a custom lumber manufacturer known for producing high-quality wood siding, paneling, and decking. The project includes a manufacturing plant and office space to accommodate both production and administrative functions for this award-winning, family-owned business based in Austin.

SoulBrain | Taylor, TX
This project consists of building a chemical plant to serve Samsung. On 59 acres with internal access roads, parking lot, guard house, warehouse/office and production plant.

Texas A&M University | College Station, TX*

- Emerging Technologies & Economic Development Bldg Texas Interdisciplinary Life Sciences Building
- Medical Diagnostic Laboratory Addition
- Texas Institute for Preclinical Studies
- Veterinary Medical Diagnostic Lab, BSL-3 Addition

Texas Facilities Commission | Austin, TX *
Project Manager for the North Austin TFC Complex, Phase One.

Seaholm Power Plant Redevelopment | Austin, TX *
Adaptive Reuse of Historic Power Plant 129,500 SF, 2-story, 67,000 SF Retail and Office Building. Underground Parking 3 Levels. LEED CS Gold + AEGB 4-Star Rating 30-story, 615,000 sf Residential Tower AEGB 4-Star Rating.

Oracle Global Headquarters | Austin, TX *
Master planning and phased development for the Oracle Global Headquarters in Austin, Texas. The project includes office buildings and structured parking delivered in two phases, designed to support the long-term growth and operational needs of the global tech company.



JOSH HUCK, CPE

LEAD ESTIMATOR

PROFILE

Josh is our Chief Estimator with over 30+ years of experience in all facets of construction for commercial, government, and high-end residential construction projects. Josh is a Certified Professional Estimator and provides accurate and comprehensive cost estimating for all phases of design. Josh has a solid grasp of local-specific labor productivity rates, material pricing, and critical path methods.

CONTACT

512-826-1682
jhuck@sq1.us
Austin, TX

QUALIFICATIONS

University of Houston
BS in Civil Engineering

- Certified Professional Estimator
- OSHA 30 Certification
- USACE CQM Certification
- Certified Estimators Round Table - Board Member
- Primavera P6 Certified

Years with SQ1: 20 years

(*) Projects completed before Square One

HIGHLIGHTED EXPERIENCE

Texas Facilities Commission Phase II | Austin, TX
Provided cost estimating services for TFC Capitol Complex Phase II, including the new construction of two State office buildings and three blocks of the Texas Capitol Mall, including outdoor meeting spaces, exterior walkways, and an underground parking garage. Project value over $600M.

LBJ Student Center Expansion – Phase I & II | San Marcos, TX
Renovation of Higher Ed Student Center expansion, including expanded ballroom, meeting rooms, storage, and upgrading mechanical systems. Project value of $10M.

ACC Highland Campus – Phase II | Austin, TX
Provided cost estimating services for the redevelopment of a 415,000 SF former shopping mall space into expanded community college facilities. Project value over $100M.

IH-35 Cap & Stitch Program | Austin, TX
Josh is providing cost-estimating services for the Cap & Stich project, which will create greenways and outdoor spaces to connect East and West Austin while taking IH-35 underground. The project has a value of $560M.

Bee Creek Sports Complex | Bee Cave, TX
Located on 70 acres at 4440 Bee Creek Road, this large sports complex features five sports fields, a team meeting facility, a playground area, restrooms, parking, and other amenities. Funded by the 2017 Travis County Bond program, the project is a joint effort between the city of Lakeway and the county. Josh provided cost-estimating services.

Siemens Ft. Worth Building Expansion Project | Ft. Worth, TX
Josh is providing cost-estimating services for the Siemens Ft. Worth Building Expansion Project for a new high-tech manufacturing plant. Project value of $27M.

DART Interests | Dallas, TX
This mixed-use development project spans two city blocks and features two towers ranging from 20 to 40 stories. The development will include 750 residential units, 75-100 hotel rooms, and approximately 1,500 parking spaces. Josh is providing cost estimating services. Project value of $500M.

Tetra Pak | Denton, TX
Josh is providing cost-estimating services for a significant expansion and renovation project to construct new facilities and remodel existing ones for beverage container manufacturers. Valued at $176 million.

PROJECT CONTROL MUNICIPAL EXPERIENCE

Project	Client
Lincoln Fire Rescue Fire Station 8	City of Lincoln, Nebraska
Lincoln Fire Rescue Fire Station 10	City of Lincoln, Nebraska
Lincoln Fire Rescue Fire Station 11	City of Lincoln, Nebraska
Lincoln Fire Rescue Fire Station 12	City of Lincoln, Nebraska
Lincoln Fire Rescue Fire Station 14	City of Lincoln, Nebraska
Lincoln Fire Rescue Fire Station 16	City of Lincoln, Nebraska
Joint Public Safety Center - LFR Station 15 & LPD Southeast Team Station	City of Lincoln, Nebraska
Fire Rescue Training Tower	City of Lincoln, Nebraska
Lincoln Fire Rescue Station 1 Master Plan & Phase 1 Remodel	City of Lincoln, Nebraska
Lincoln Fire Rescue Capital Improvement Planning	City of Lincoln, Nebraska
Lincoln Police Department Northeast Team & Communication and 911 Center	City of Lincoln, Nebraska
Lincoln Police Department Fleet Maintenance Autobody Renovation	City of Lincoln, Nebraska
Law Enforcement Training Facility	Fort Bend County, Texas
Municipal Complex	City of Aledo, Texas
Bexar Metro 911 PSAP	Bexar County, Texas
Bexar Metro 911 Quarry Run Regional Operations Center	Bexar County, Texas
Hays County Courthouse	Hays County, Texas
Historic City Hall Renovation	City of San Antonio, Texas
Frost Bank Tower Renovation	City of San Antonio, Texas
Bexar County Adult Detention Center	Bexar County, Texas
Bexar County Juvenile Detention Center	Bexar County, Texas
Austin Convention Center	City of Austin, Texas
Levi Carter Park Activity Center and Sports Complex	City of Omaha, Nebraska
StarTran Compressed Natural Gas Station	City of Lincoln, Nebraska
Detention Center Emergency Generator Replacement	Harris County, Texas
Detention Center Domestic Water and Flush Valve Upgrade Project	Harris County, Texas
Detention Center Sewage Ejector Project	Harris County, Texas
City of Ralston Hinge Project	City of Ralston, Nebraska
Lincoln Electric System Operations Center	Lincoln Electric System
McKinney Hanger	City of McKinney, Texas
McKinney TKI Executive Terminal	City of McKinney, Texas
Construction Center 1 Remodel	Metropolitan Utilities District
Construction Center 2	Metropolitan Utilities District
Homestead Detention Basin Trail	Harris County, Texas
Willow Waterhole Detention Basing Trail	Harris County, Texas
Moncrief Park Trail	Harris County, Texas
Highland Park Trail	Harris County, Texas
Clear Lake Park Trail	Harris County, Texas
Bay Area Park Trail	Harris County, Texas
Northside Community Park	City of Boerne, Texas
Municipal Service Center Remodel	City of Lincoln, Nebraska
Wolff Stadium Facilities Assessment	City of San Antonio, Texas
Fort Bend County Epicenter	Fort Bend County, Texas
Mosaic Football Stadium	City of Regina, Saskatchewan, Canada
Fiserv Forum	Wisconsin Center District
Mortgage Matchup Center Renovation	City of Phoenix, Arizona

b. Provide a brief outline of the firm's staffing and ability to meet the schedule and deadlines described in this RFQ.

Our firm is structured to efficiently support fast-paced, multi-deadline delivery requirements through a scalable, multidisciplinary staffing model. We assign a dedicated Project Manager to serve as the primary point of contact and oversee schedule adherence, coordination, and communication with the Owner and project team.

To meet the schedule and deadlines outlined in this RFQ, we leverage both core staff and supplemental resources as needed to maintain capacity during peak project phases. Our internal workflow includes milestone-based scheduling, routine progress check-ins, and proactive coordination with all consultants and stakeholders to identify and resolve potential delays early. This approach allows us to adapt quickly to shifting priorities while maintaining quality, accuracy, and timely delivery of all project requirements.

c. Provide information related to the level of knowledge of applicable local, state and federal regulations, including but not limited to those regarding construction, development, building codes, environmental quality, and drainage.

Our firm maintains a strong working knowledge of applicable local, state, and federal regulations governing design and construction in Texas, including building codes, accessibility standards, environmental requirements, and drainage criteria. We routinely manage the design and administer projects in accordance with the adopted International Building Code (IBC) and related model codes, as well as Texas-specific amendments and requirements enforced through the Texas Department of Licensing and Regulation (TDLR), including accessibility compliance under TAS and ADA standards.

We are experienced in coordinating with local jurisdictions to ensure compliance with municipal development ordinances, permitting processes, and review requirements. Our team also regularly addresses environmental quality regulations administered through the Texas Commission on Environmental Quality (TCEQ), including stormwater management and construction-related environmental controls. In addition, we are familiar with FEMA floodplain requirements and local drainage criteria, ensuring that site design and infrastructure improvements meet both regulatory standards and jurisdictional engineering guidelines.

Through continuous project experience across public-sector work, we stay current on evolving code requirements and integrate regulatory compliance into all phases of design, documentation, and construction administration to ensure smooth approvals and successful project delivery.

d. Identify any subcontractors proposed for the project and list the proposed Project roles and responsibilities for each sub-contractor.

None.

4. Scope of Services



4. Scope of Services: Generally discuss the firm's approach to accomplishing the "Scope of Services" section above.

Square One Consultants approaches Owner's Representative services as a strategic partner and trusted advisor to the Owner, providing comprehensive project leadership from initial planning through project completion. Our objective is to ensure that the City Hall Improvements Project is executed efficiently, transparently, and in a manner that fully supports the City's operational needs, budget constraints, and long-term vision.

Our approach begins with gaining a thorough understanding of the project goals, stakeholder expectations, funding considerations, and operational requirements. We work closely with City staff and project stakeholders to establish clear lines of communication, define project priorities, and develop a framework for effective decision-making. By creating a collaborative environment from the outset, we help ensure that all project participants remain aligned throughout the project lifecycle.

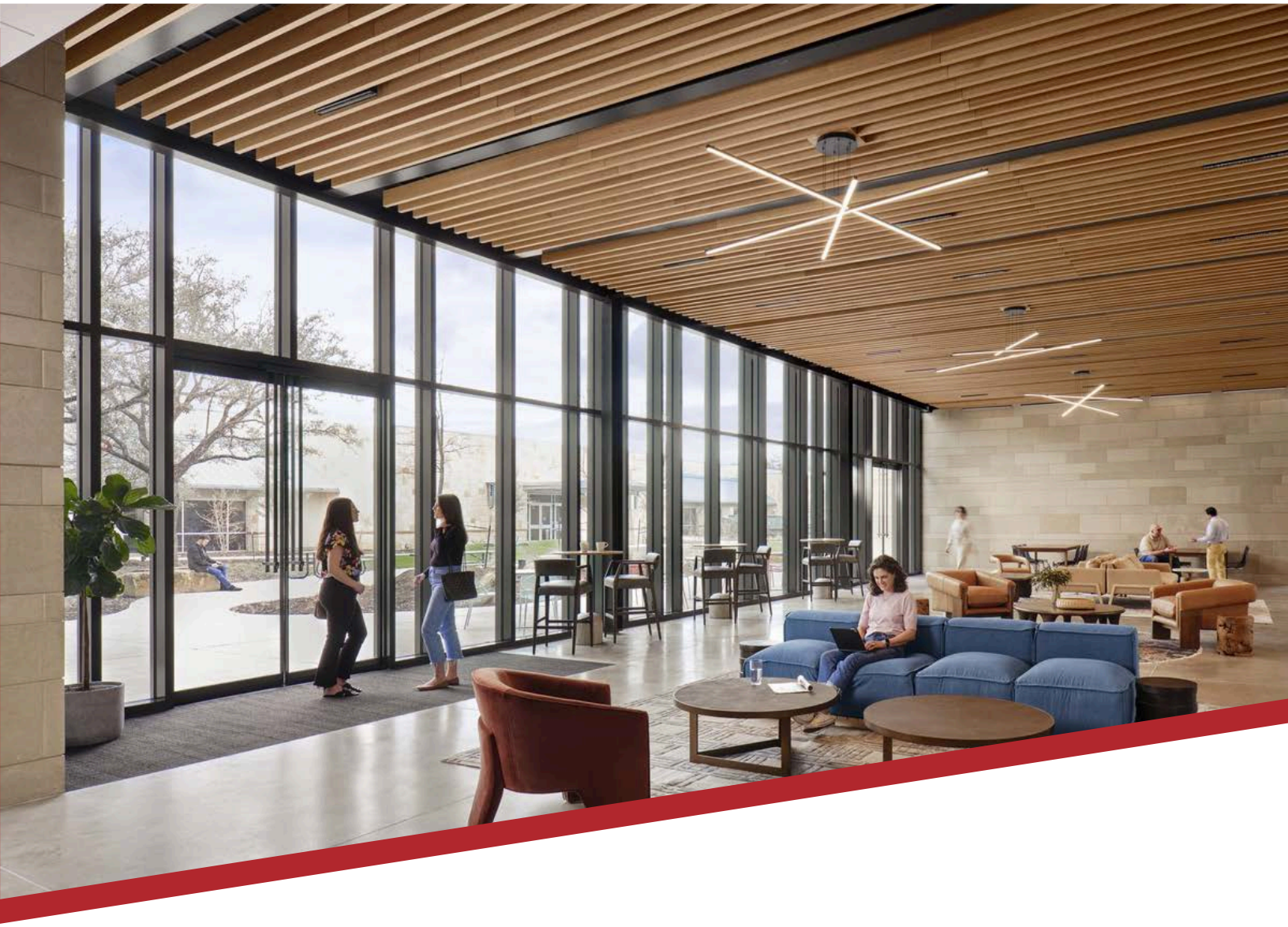
As the City's representative, Square One will provide oversight and coordination during procurement, design, and construction activities. We assist with consultant and contractor selection processes, review project schedules and budgets, evaluate project risks, and provide objective recommendations that support informed decision-making. Our team continuously monitors project performance to ensure that budget, schedule, quality, and scope objectives remain on track.

A key component of our methodology is proactive management. We focus on identifying potential challenges early and implementing practical solutions before they impact project delivery. Through regular coordination meetings, detailed project tracking, and ongoing communication with the design and construction teams, we maintain accountability among all project participants and help minimize delays, cost overruns, and unforeseen issues.

Throughout design and construction, we serve as an independent advocate for the Owner by reviewing progress, monitoring project milestones, evaluating change requests, and verifying that work is being performed in accordance with the established project objectives. We provide clear and concise reporting that enables City leadership to make timely decisions while maintaining full visibility into project status, risks, and opportunities.

From project initiation through closeout, Square One remains focused on protecting the Owner's interests and delivering measurable value. Our team's experience managing complex public-sector projects allows us to provide the leadership, oversight, and problem-solving necessary to successfully guide the City Hall Improvements Project to completion. By combining disciplined project controls with responsive client service, we help ensure a successful outcome that meets the needs of the City, its staff, and the community it serves.

5. References



5. References: Identify at least three (3) similar clients that the firm currently provides or has previously provided service to, preferably municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed.

Texas Facilities Commission Capital Complex: Phase II
Will McKerall
254-292-9763
will.mckerall@tfc.texas.gov
Work performed: Owner's Representation Services

Capital Metro HQ
Sean Wighaman
512-369-6243
sean.wighaman@capmetro.org
Work performed: Owner's Representation Services

Travis County Housing Affordable Housing
Monique Coleman
512-854-1604
monique.coleman@traviscountytx.gov
Work performed: Owner's Representation Services

Bastrop County Health + Housing
Donna Nichols, MSEd, CHES
512-581-4200
Donna.Nichols@co.bastrop.tx.us
Work performed: Owner's Representation Services

Victoria County Mental Health Facility
Amanda Reyes
361-648-9818
AReyes@vctx.org
Work performed: Owner's Representation Services

6. Quality Control



6. Quality Control: Describe how the successful respondent will manage quality control/quality assurance to monitor and resolve issues and check cross-reference documents, consultant and contractor's work, invoicing, quantities, bids, design reviews, change orders and so forth. Specific examples shall be included in the proposal, as applicable.

Our quality control process begins at project kickoff and continues through design, construction, and closeout. Our process is extensive as we will walk the projects frequently to log all issues and issue reports to the contractor and subcontractors for corrective work and track those issues until satisfactorily resolved. We take photos, pin the location, and describe the deficiency. We will send it to the contractor and subcontractors that day. The Punch List is addressed throughout the process, not just at the end. This sets expectations for the quality of work. We also require the design team to walk and send field reports. By working with the contractor's superintendent, we develop a strong relationship of mutual respect and goals. We discuss how to make something work better, not just tell them it is wrong. Key components of our quality control approach include:

MEETING LEADERSHIP AND TASK MANAGEMENT

We lead project meetings to identify issues early, document action items, assign responsibility, and track due dates to keep the project on schedule and within budget. We encourage discussions on each **Task List** item so that they are resolved in a timely manner. We identify who is responsible for each item, determine when it is due, and add comments relative to each item. We have discovered that identifying names enforces the need to perform at each meeting.



7/17/2024

TASK LIST

HOT
CRITICAL
NON-CRITICAL
COMPLETED

STANDING MEETING Wednesdays12:00 CST

PROJECT STATUS	PRE-DESIGN		
OWNER'S TASKS	ASSIGNED TO	PRIORITY/DUE DATE	COMMENTS
Schedule			
Architect Contracts	Owner	07/31/2024	How are we going to split the Contract - Programming? Then a full contract for all Design. We need their full scope and services. We must get their full scope of work for contract.
Contract Assistance	SQ1PM	6-Jul	Sent to team
Ground Plane and Retail	Architect		
Amenities, Co-Working and Fitness	Architect		
Landscape	Architect		
Market Interiors	Architect		
Luxury Interiors	Architect		
Hospitality	Architect		
Civil Engineer	Architect	15-Jul	Interviews complete KH and WW - Selection - do we include landscape?
Pool Consultant	Architect		
Parking Consultant	TEAM		Added to the list - send to KH and team
Demo Reclaimed materials	TEAM	1-Aug	Meeting on site Aug 1st (Recyclean and they do a complete DEMO to foundation.) Schedule and Scope
City Liaison	Owner	17-Jul	Jay Chapa, (Chris Gavras CG Contract Review)
General Contractor Solicitation	TEAM		Lets review the process, Selection, Timing, Expectations,
GC Contracts	SQ1PM	17-Jul	Sent to team
Northspyre Software	TEAM	16-Jul	Thoughts
Firmus	TEAM	16-Jul	Thoughts
AI Discussions	TEAM		
Phase 1 Enviro Terracon	Owner	15-Jul	Received and under review, will Phase 2 be required?
Review the Easement for the Subway tunnel	Owner		
Tasks			
Demo Bids	SQ1PM	15-Aug	Duane - this will show pricing and schedule for determination
Geotechnical Proposals	SQ1PM	25-Jul	Terracon Proposal received. Deep cores
Cost Estimating	SQ1PM		GC and SQ1 to do parallel estimates
Deliver Drawings to KH	SQ1PM		Delivered
Survey Kimley Horn	SQ1PM		Tim to Call Kimley Horn
Geothermal Consultant	SQ1PM	31-Jul	Address is being reviewed for the potential of Geo, Water table and other factors are underway,
Architect Scope	SQ1PM		

IGN REVIEW AND COMMENT TRACKING

Square One reviews design documents at key milestones to verify alignment with the Owner's objectives, budget, schedule, and operational requirements. We evaluate constructability, coordination, and completeness to identify potential issues before they affect the project. All review comments are documented and tracked through resolution to promote accountability and improve overall document quality. *Below is an example.*

SBOT Page turn Plan Review | SBOT ECC | 12/18/24

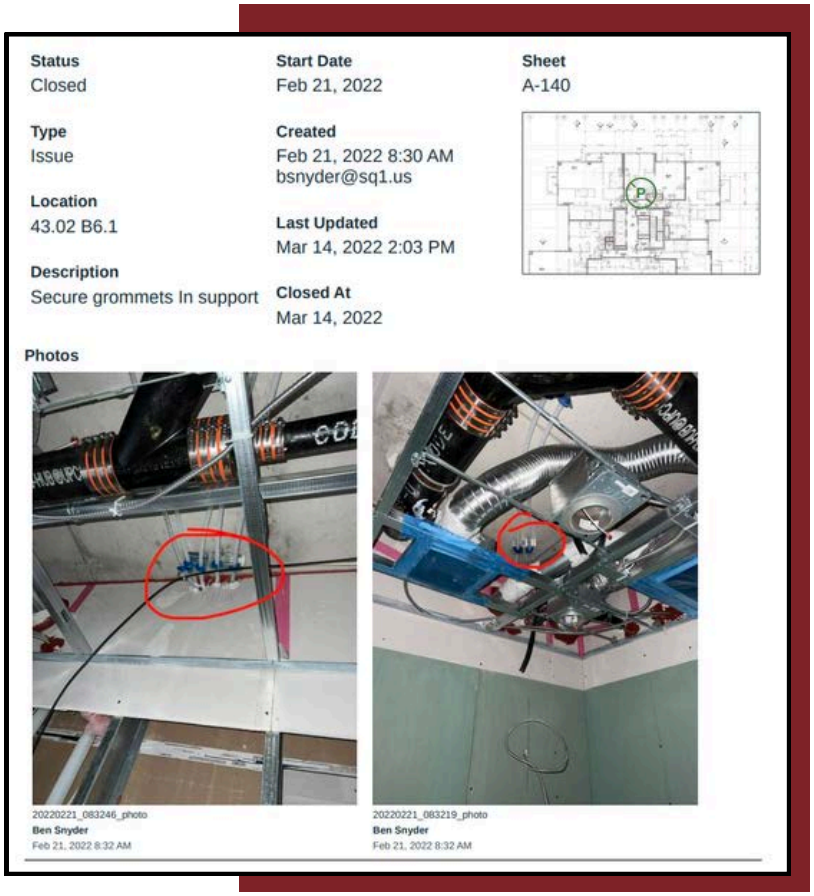
1	STATUS	DATE	PERSONNEL	SHEET #	DETAIL	CATEGORY	INITIAL COMMENTS	ADDITIONAL RESPONSES
2	COMPLETED	12/18	Michael DeLeon	A-101			Confirm with LG if the existing mechanical ventillation for underground parking will be tied into or have any impact on the project	**12/19: SQ1 confirmed in drawings, no mechanical tie-ins to that equipment.**
3	OPEN	12/18	Trey	A-103			Remove the planter/vegetation from terace	
4	OPEN	12/18	Trey	A-103			Stair 2: remove the glass handrail against curtain wall in the Stair 2. Investigate alternative handrail	
5	OPEN	12/18	SQ1	A-701			100A Lobby: Confirm with LG/RO sufficient blocking for owner signage, and sequence coordinated prior to plubing lines installed for adjacent restroom, for owner signage to be mounted.	
6	OPEN	12/18	SQ1	M-101-N			1200 shared: LG to investigate Side wall diffusers vs slot diffusers- need to review with MEP.	
7	OPEN	12/18	SQ1	A-101-N			1200 shared: **LG to confirm, the no electrical on Historic walls come from HP committee?** Confirm if we can we surface mount electrical to historic walls.	
8	OPEN	12/18	SQ1	T-101-N			1200 Share Work: Confirm no data requirements by code. If not Remove data, users will use Wifi and will not hook up to network. **SBOT to confirm if AV needs network for POE equipment.**	
9	IN PROGRESS	12/18	SQ1/ SBOT	A-701			1220 Family RR: **confirm with LG** with this can be removed. If SBOT needs more toilets, we can use the family RR to extend out the Mens RR. **SBOT to confirm if phone room/booth is still needed.**	

RFI AND SUBMITTAL REVIEW

Once design packages are issued, we use them as the baseline for reviewing RFIs and submittals to confirm that proposed materials and systems align with the design intent and contract documents.

MATERIAL VERIFICATION AND INSTALLATION OVERSIGHT

As materials arrive on site, we verify that they match approved submittals. If unapproved materials are delivered, we require their removal and replacement. We also monitor installation to confirm compliance with the manufacturer's instructions and project requirements. Here is an example of a QA/QC field report. We use a structured, proactive approach to monitor progress, maintain alignment with the approved budget and schedule, and address issues before they affect project delivery.



Status
Closed

Start Date
Feb 21, 2022

Sheet
A-140

Type
Issue

Created
Feb 21, 2022 8:30 AM
bsnyder@sq1.us

Location
43.02 B6.1

Last Updated
Mar 14, 2022 2:03 PM

Description
Secure grommets In support

Closed At
Mar 14, 2022

Photos

20220221_083246_photo
Ben Snyder
Feb 21, 2022 8:32 AM

20220221_083219_photo
Ben Snyder
Feb 21, 2022 8:32 AM

INVOICE AND PROGRESS REVIEW

On a monthly basis, or more frequently if requested, we review contractor and consultant invoices to verify that billed amounts accurately reflect the percentage of work completed. Our review includes evaluating progress against the approved project schedule, confirming that milestone achievements support payment requests, and identifying any discrepancies that may require clarification. We also monitor schedule updates and critical path activities to ensure project progress remains aligned with established milestones. This process allows potential delays, budget concerns, or performance issues to be identified and addressed early, helping maintain project accountability and transparency.

CHANGE ORDER EVALUATION

We review all proposed change orders to determine whether the requested modifications are necessary, properly documented, and consistent with the project's scope and contractual requirements. Our evaluation includes assessing the basis for the change, reviewing labor and material costs, validating markups, and identifying any associated schedule impacts. We work with the project team to explore alternatives when appropriate and provide objective recommendations to the Owner regarding approval, negotiation, or rejection of proposed changes. This process helps control project costs while ensuring that legitimate project needs are addressed in a timely manner.

INDEPENDENT COST VALIDATION

For significant change orders, potential claims, or other cost-sensitive matters, our project managers are supported by Square One's in-house estimating professionals. These estimators provide an independent review of pricing, quantities, productivity assumptions, and schedule impacts to verify the reasonableness of proposed costs. Because our estimating team regularly develops detailed construction estimates and subcontractor pricing packages, they maintain current market knowledge of labor rates, material costs, and construction durations. This real-time industry perspective allows us to provide reliable cost validation and informed recommendations that help the Owner make confident financial decisions while protecting project budgets.

In Summary

Square One is committed to maintaining the highest standards of quality throughout every phase of a project. Our Quality Control program is designed to ensure accuracy, consistency, accountability, and compliance with project objectives from planning through closeout. By implementing established review procedures, continuous monitoring, and proactive issue identification, we help minimize risks, reduce errors, and promote successful project outcomes. Our team applies a disciplined approach to quality management that emphasizes clear communication, thorough documentation, independent review, and continuous oversight to ensure that all deliverables meet the expectations of the Owner and project stakeholders.

Scope of Services Response



SCOPE OF SERVICES

Through this RFQ, the City is requesting Respondents to provide qualifications for professional PM services for the planning, design, construction, and closeout of the Project. Firms with experience in PM services for public infrastructure and similar facilities are requested to respond to this RFQ. Respondents are required to submit their own specific project approach and tasks, which shall include, but will not be limited to, the following:

1. The Owner's Representative shall serve as an agent and representative of the City.

Square One Consultants understands that the Owner's Representative must act as an extension of the City's staff and serve as a trusted advocate throughout the project. In this role, we will represent the City's interests in all interactions with project stakeholders, including design consultants, contractors, regulatory agencies, and other project participants. Our team will provide objective guidance, facilitate communication, coordinate project activities, and ensure that all decisions and actions support the City's goals, budget, schedule, and operational requirements.

2. The successful Respondent will be highly skilled and experienced in managing projects similar to the Project listed.

We acknowledge these responsibilities and are prepared to serve as an integrated extension of the City's team throughout the project. We will provide clear, well-reasoned recommendations, including the advantages and considerations associated with each option, to support informed decision-making and effective implementation. As dedicated Owner's Representatives, we have developed practical, user-friendly tools and templates to support procurement, action-item tracking, budget and cash-flow management, scheduling, field reporting, and related project controls. These documents are designed for ease of use and can be shared efficiently without requiring specialized software or additional cost.

a. Pre-Construction Phase

i. Establish and maintain a communication protocol between the Owner's Representative and the City as Owner.

Square One recognizes that successful project delivery begins with a clear, organized, and transparent communication structure. At project initiation, our team will work with the City to establish a formal communication protocol that defines project roles, primary points of contact, lines of authority, reporting procedures, meeting schedules, and documentation standards. This protocol will be tailored to the City's organizational structure and will include communication procedures between the City, the Owner's Representative, consultants, contractors, and other stakeholders involved in the project.

Our team will implement a consistent meeting and reporting framework that includes regularly scheduled progress meetings, executive-level updates, budget and schedule reporting, action-item tracking, and document management procedures. Meeting agendas and minutes will be distributed promptly to maintain accountability and ensure all parties remain aligned on project objectives, responsibilities, and deadlines. Square One will also establish procedures for handling requests for information, decision-making workflows, and issue escalation to minimize delays and maintain project momentum.

Throughout the duration of the project, Square One will serve as the central coordination point for communication and information exchange. Our approach emphasizes responsiveness, accessibility, and proactive coordination to ensure the City remains fully informed of project status, budget conditions, schedule impacts, risks, and critical decisions at every phase of the project.

ii. Assist in defining the Project's needs, refining the current needs assessment document, and assist with deciding on a project delivery method such as design-bid-build or Construction Manager at Risk.
Square One understands the importance of establishing a clear and well-defined project foundation prior to design and construction. Our team will collaborate closely with City staff, stakeholders, and end users to review and refine the existing needs assessment document to ensure the Project accurately reflects operational goals, functional requirements, budget expectations, and long-term facility needs. This process will include stakeholder interviews, operational assessments, space programming discussions, and evaluation of current and future facility demands.

We will work with the City to identify project priorities, establish realistic budget and schedule parameters, and evaluate opportunities for phased implementation or value optimization where appropriate. Square One will facilitate discussions that balance operational functionality, community expectations, maintainability, and cost-effectiveness to ensure the Project goals are fully aligned with the City's vision and available funding.

As part of this effort, Square One will evaluate and provide recommendations regarding the most appropriate project delivery method for the Project. Our team has experience supporting public sector clients through both Design-Bid-Build and Construction Manager at Risk delivery approaches and understands the advantages, limitations, and risk considerations associated with each method. We will analyze factors such as project complexity, schedule requirements, budget constraints, procurement timelines, market conditions, and desired collaboration levels to help the City determine the delivery approach that best supports successful project execution while minimizing risk and maximizing cost and schedule control.

iii. Assist in developing Request for Qualifications ("RFQ") documents for the procurement of the Architect for the Project.
Square One has extensive experience preparing procurement documents for municipal and public-sector projects and understands the importance of developing clear, comprehensive, and compliant RFQ packages that attract highly qualified design professionals. Our team will work with the City to develop an RFQ document that clearly communicates the Project scope, goals, schedule expectations, budget parameters, evaluation criteria, and required consultant qualifications.

The RFQ development process will include coordination with the City to establish selection criteria tailored to the Project's needs, including relevant municipal experience, technical capabilities, project approach, staffing, and experience with similar facilities. Square One will assist in drafting all supporting procurement language necessary to comply with applicable governmental purchasing requirements and procurement procedures.

iv. Assist in selection/evaluation of the Architect.
If interviews are conducted, Square One will help coordinate the interview process, develop interview questions, facilitate discussions, and provide objective feedback regarding each firm's approach, communication skills, project understanding, and ability to meet the City's expectations. Following the evaluation process, we will assist the City in identifying the highest-ranked firm and may provide support during scope refinement and contract negotiations to help establish clear expectations, deliverables, and project management procedures prior to project kickoff.

v. Assist in developing Request for Proposal ("RFP") documents for the procurement of the General Contractor, and if appropriate, the CM At Risk for the Project.

Square One will provide detailed evaluation and selection support during the contractor procurement phase to ensure the City selects the contractor or CM at Risk best qualified to successfully deliver the Project. Our team will assist in developing evaluation criteria and scoring systems that consider experience with similar municipal facilities, project staffing, safety records, scheduling capabilities, quality control procedures, financial stability, subcontractor management, and overall project approach.

We will review submitted proposals for responsiveness, completeness, and alignment with the City's project goals and procurement requirements. Square One will prepare comparative analyses and evaluation summaries to support the City's review process and provide objective recommendations based on qualifications, technical capabilities, and demonstrated project experience.

vi. Assist in selection/evaluation of the General Contractor and, if appropriate, the CM at Risk.

If interviews or presentations are part of the selection process, Square One will assist with coordinating interviews, preparing questions, facilitating discussions, and evaluating each contractor's understanding of the Project, communication approach, and ability to successfully manage construction activities. For CM at Risk delivery, we will also assist the City in evaluating preconstruction services, fee structures, contingencies, and Guaranteed Maximum Price development methodologies to ensure transparency and cost accountability throughout the process.

vii. With input from the City, create the milestone schedule for the overall Project design and construction.

Square One understands that a well-developed and actively managed project schedule is critical to the successful delivery of municipal projects. Our team will collaborate with the City, design consultants, and other project stakeholders to develop a comprehensive milestone schedule that clearly identifies all major project phases, decision points, and critical deadlines from project initiation through final completion.

The schedule will include key activities such as procurement timelines, programming and design phases, City review periods, permitting and agency coordination, bidding and contractor procurement, construction milestones, inspections, occupancy planning, and closeout activities. Square One will evaluate sequencing, long-lead procurement items, regulatory review durations, and operational constraints to establish realistic and achievable timelines that align with the City's goals and funding requirements.

Once established, the milestone schedule will serve as a central project management tool throughout the life of the project. Square One will regularly monitor progress against established milestones, identify potential delays or conflicts, and work proactively with the project team to implement corrective actions when necessary. Updated schedule reporting will be provided to the City on a regular basis to maintain visibility into project status and ensure accountability among all project participants.

viii. Manage coordination and correspondence between all parties, including, but not limited to, the City as Owner, Architect, and General Contractor.

Square One will serve as the central coordination and communication resource for the Project, ensuring efficient collaboration between the City, Architect, General Contractor, consultants, utilities, and all other project stakeholders. Our team understands that successful project execution depends on timely communication, clearly defined responsibilities, and organized information management throughout every phase of the project.

We will establish structured procedures for project correspondence, meeting coordination, document distribution, issue tracking, and decision management to maintain consistency and accountability across the entire project team. Square One will facilitate regular meetings with appropriate stakeholders, prepare agendas and meeting minutes, track action items, and follow up to ensure the timely resolution of outstanding issues.

Our team will also oversee the flow of information between all parties to minimize communication gaps, prevent conflicts, and maintain alignment with the Project's schedule, budget, and operational objectives. By serving as a proactive and organized liaison between stakeholders, Square One will help streamline project coordination, reduce delays, and support efficient decision-making throughout the Project lifecycle.

ix. Review design documents, drawings, and specifications for constructability, cost-effectiveness, scheduling, consistency, and coordination.

Square One provides comprehensive design-phase oversight to help ensure the Project documents are complete, coordinated, and aligned with the City's goals prior to construction. Throughout the design process, our team will conduct systematic reviews of drawings, specifications, and supporting documentation to evaluate constructability, interdisciplinary consistency, schedule impacts, operational functionality, and overall cost-effectiveness. Our reviews focus on identifying potential conflicts, omissions, ambiguities, or design elements that may create unnecessary construction challenges, change orders, schedule delays, or increased project costs. We will coordinate closely with the Architect and consultants to resolve issues early in the design phase when modifications can be implemented more efficiently and economically.

In addition to technical coordination reviews, Square One will evaluate the proposed design solutions against the established project budget, schedule, and operational objectives to help ensure the Project remains aligned with the City's expectations. Our constructability and coordination review process is intended to improve document quality, minimize construction risk, and support a smoother and more efficient construction phase.

x. Give guidance regarding design aesthetics in coordination with the architect, to ensure cost-effective outcomes.

We understand the importance of balancing aesthetic goals with budget realities, long-term durability, operational functionality, and maintainability. Throughout the design process, our team will work collaboratively with the City and Architect to provide guidance regarding design decisions, material selections, architectural features, and finish options to help ensure the Project achieves an appropriate balance between visual quality and cost-effectiveness.

Our approach includes evaluating proposed aesthetic elements in relation to lifecycle costs, constructability, maintenance requirements, availability of materials, and overall budget impacts. We will help the City understand the cost implications of design decisions and identify opportunities to achieve the desired appearance and functionality without introducing unnecessary complexity or expense.

Square One's experience with municipal and public-sector facilities allows us to provide practical recommendations that support durable, maintainable, and community-appropriate design solutions while maintaining alignment with the established project budget and schedule.

xi. Monitor and maintain all parties' efforts for conformance to schedule and budget.
Square One will actively monitor project activities throughout both the design and construction phases to ensure all parties remain aligned with established schedule and budget objectives. Our team will implement detailed tracking procedures for project milestones, design progress, procurement activities, construction progress, budget expenditures, and contingency usage to provide the City with clear and accurate reporting on overall project status.

We will regularly review progress against approved schedules and cost plans, identify developing risks or potential variances, and coordinate with the project team to implement corrective actions before issues escalate. Square One will maintain ongoing communication with the Architect, contractors, consultants, and City representatives to ensure accountability and timely completion of assigned tasks. Through proactive oversight and continuous monitoring, our team will help minimize delays, reduce the likelihood of budget overruns, and maintain alignment between project scope, schedule, and available funding throughout the duration of the Project.

xii. Notify Owner of design and budget concerns throughout design process.
Square One understands the importance of identifying and communicating potential project concerns early in the design process to allow for timely decision-making and corrective action. Our team will continuously monitor design development progress against the established project budget, schedule, and operational requirements to identify issues that may impact project feasibility, constructability, or cost.

As potential concerns arise, Square One will promptly notify the City and provide clear assessments regarding the nature of the issue, its potential impacts, and recommended solutions or alternatives. This may include concerns related to escalating construction costs, scope expansion, material selections, schedule impacts, incomplete coordination between disciplines, or design elements that exceed budget expectations. Our proactive communication approach ensures the City remains informed throughout the design process and is able to make strategic decisions before issues negatively affect project delivery. By identifying concerns early and facilitating collaborative problem-solving, Square One helps maintain project alignment with the City's goals and financial expectations.



Teacher Retirement System HQ



Texas Permanent School Fund

xiii. Develop detailed cost estimates at various phases of design, as necessary.
Square One will provide ongoing cost management support throughout the design process by developing and reviewing detailed cost estimates at key design milestones. Our team understands that accurate and timely cost estimating is essential to maintaining budget control and supporting informed decision-making during project development.

Cost estimates may be prepared during conceptual design, schematic design, design development, and construction document phases to evaluate project alignment with the established budget and identify potential cost trends early in the process. Estimates will incorporate current market conditions, labor availability, material pricing, escalation factors, and project-specific conditions to provide realistic projections of anticipated construction costs.

Our team will work closely with the Architect and consultants to review estimate assumptions, evaluate scope completeness, and identify areas where modifications may be necessary to maintain budget alignment. Our cost estimating process provides the City with clear financial visibility throughout the design phase and supports proactive management of project scope and expenditures.

xiv. Assist in the development of value engineering options as required.
Our approach to value engineering focuses on identifying practical alternatives that improve efficiency, reduce unnecessary costs, simplify construction, or enhance long-term operational value without compromising the Project's overall goals. Square One will assist the City and design team in evaluating value engineering opportunities throughout the design process to help maintain budget alignment while preserving project quality, functionality, and long-term performance.

Potential value engineering options may include alternative building systems, material substitutions, modified construction methods, phased implementation strategies, or refinements to architectural and site features. Square One will work collaboratively with the Architect, consultants, and City representatives to evaluate the impacts of each option on cost, schedule, durability, maintenance, operational efficiency, and overall project performance. Our team will present value engineering recommendations in a clear and organized manner, including associated cost savings, potential trade-offs, and implementation considerations, allowing the City to make informed decisions that best support the Project's objectives and available funding.

xv. Assist in the development of the contract negotiation process and aid in review, approval or disapproval of General Contractor numbers, or CM at Risk's guaranteed maximum price.
Square One will support the City throughout the contractor negotiation process by providing objective analysis, cost evaluation, and procurement guidance to help ensure fair and reasonable pricing for the Project. Our team will assist in establishing negotiation procedures, reviewing contractor proposals, and evaluating cost breakdowns, fee structures, contingencies, allowances, and schedule assumptions associated with the contractor's pricing or Guaranteed Maximum Price proposal. Throughout the negotiation process, Square One will work collaboratively with the City, legal counsel, and project team to support informed decision-making and ensure that negotiated terms, pricing structures, and project assumptions are clearly documented and understood prior to contract execution.

xvi. Assist in the preparation of Contract Documents for all contractors, to be reviewed and approved by the City's legal counsel.
Square One will assist the City in coordinating and assembling complete and organized contract documents for all contractors and consultants involved in the Project. Our team understands the importance of clearly defined contract requirements to support successful project execution, minimize disputes, and establish accountability among all parties.

We will work closely with the Architect, procurement team, and City representatives to ensure the contract documents include appropriate project scope descriptions, technical requirements, schedules, bonding and insurance provisions, payment procedures, reporting requirements, and project-specific terms and conditions. Square One will also coordinate the inclusion of all supporting documentation, including drawings, specifications, addenda, proposal forms, and negotiated contract provisions.

Prior to execution, all contract documents will be coordinated with and reviewed by the City's legal counsel to verify compliance with applicable procurement requirements, municipal standards, and legal considerations. Square One will support the review process by organizing documentation, addressing clarification requests, and coordinating revisions as necessary to facilitate timely contract execution.

xvii. Facilitate preconstruction conference(s), preparing and maintaining minutes from such conference(s).
Square One will organize and facilitate preconstruction conferences to establish clear expectations, communication procedures, project protocols, and coordination requirements prior to the start of construction activities. These meetings are critical to aligning all project stakeholders and ensuring the contractor, design team, and City representatives fully understand project requirements, responsibilities, and operational procedures.

Our team will coordinate meeting logistics, prepare agendas, identify discussion topics, and ensure participation by all key stakeholders, including the City, Architect, contractors, consultants, utilities, and regulatory agencies as appropriate. Topics may include project schedules, reporting requirements, safety procedures, quality control expectations, site logistics, permitting requirements, inspection procedures, communication protocols, and change management processes.

Square One will prepare detailed meeting minutes documenting discussions, decisions, responsibilities, and action items generated during the conference. Meeting documentation will be distributed promptly to all participants and maintained as part of the official project record to support accountability and effective project coordination throughout construction.

xviii. Coordinate with local utilities, cities, entities, etc. on Owner's behalf.
Square One will coordinate with local utilities, governmental agencies, regulatory entities, and other external stakeholders on behalf of the City to support timely project development and minimize disruptions throughout the design and construction process. Our team understands the importance of proactive coordination with outside agencies to address permitting requirements, utility relocations, service connections, inspections, jurisdictional approvals, and operational considerations that may impact the Project schedule or budget.

We will serve as the City's representative in communications with utility providers, municipalities, emergency service agencies, permitting authorities, and other applicable organizations to facilitate efficient information exchange and issue resolution. Square One will track agency requirements, monitor approval timelines, coordinate meetings as necessary, and assist in resolving conflicts or delays that could affect project progress.

b. Construction Phase

i. Establish and maintain communication protocol between the City as Owner, Architect, and General Contractor/CM At Risk.

During construction, we will serve as the central point of coordination between the City, Architect, General Contractor/CM At Risk, inspectors, consultants, and other project stakeholders. Our team will establish and maintain a structured communication protocol that defines reporting procedures, meeting schedules, document distribution processes, escalation procedures, and key points of contact for all parties involved in the Project.

Our team will facilitate regular construction progress meetings, owner update meetings, and coordination discussions to ensure clear communication regarding project status, upcoming activities, schedule impacts, budget conditions, safety concerns, and unresolved issues. Meeting agendas, action-item logs, and meeting minutes will be prepared and distributed in a timely manner to maintain accountability and ensure all stakeholders remain informed and aligned throughout construction. Our communication approach emphasizes transparency, responsiveness, and proactive coordination to help minimize misunderstandings, reduce delays, and support efficient decision-making during all phases of construction.

ii. Monitor the overall budget and schedule and advise the Owner of any trends that affect the timely procedures and cost-effective completion of the Project.

Square One will actively monitor project budget performance and construction progress throughout the duration of the Project to ensure alignment with approved schedules, funding allocations, and operational goals. Our team will track contractor progress, schedule milestones, procurement activities, contingency usage, change orders, and overall cost performance to identify developing risks or trends that could impact successful project completion.

We will routinely evaluate construction progress against the approved baseline schedule and review financial reporting to identify potential delays, cost overruns, labor shortages, procurement concerns, or sequencing conflicts. If issues arise, Square One will promptly notify the City and provide recommendations for corrective actions, mitigation strategies, or schedule recovery efforts. Through proactive oversight and continuous reporting, Square One helps the City maintain visibility into project performance and supports informed decision-making to protect schedule, budget, and overall project objectives. *Below is an example budget.*

Date: 7/1/2023

No.	Description	Total Budget	Contract Amount	Approved Changes	Revised Contract	Anticipated Changes	Projected Cost	Variance To Budget	Cost To Date	Percent Complete
1.00	**Professional Services**	486,750	494,850	236,405	731,255	-	731,255	244,505	579,786	79.29%
1.01	Square One Consultants	135,000	135,000	69,855	204,855	-	204,855	69,855	140,907	69%
1.02	Haddon Cowan	297,000	302,100	161,100	463,200	-	463,200	166,200	396,583	86%
1.03	Civil	44,750	47,750	5,450	53,200	-	53,200	8,450	38,796	73%
1.04	Landscaping	10,000	10,000	-	10,000	-	10,000	-	3,500	35%
2.00	**Other Contracts**	145,800	145,800	5,000	150,800	-	150,800	5,000	36,773	24.39%
2.01	Survey	7,500	7,500	-	7,500	-	7,500	-	-	0%
2.02	Material Testing	50,000	50,000	5,000	55,000	-	55,000	5,000	36,773	67%
2.03	Regulatory/Permits	38,300	38,300	-	38,300	-	38,300	-	-	0%
2.05	3rd Party Commissioning	50,000	50,000	-	50,000	-	50,000	-	-	0%
3.00	**Construction**	15,142,714	2,150,117	13,493,403	15,643,520	(63,471)	15,580,049	437,335	3,011,774	19.33%
3.01	Construction	14,937,239	1,944,642	13,542,929	15,487,571	54,329	15,541,900	604,661	3,011,774	19%
3.02	Owner Contingency	205,475	205,475	(49,526)	155,949	(117,800)	38,149	(167,326)	-	0%
4.00	**IST - FFE**	750,000	750,000	-	750,000	-	750,000	-	-	0.00%
4.01	Furniture	300,000	300,000	-	300,000	-	300,000	-	-	0%
4.02	Office Equipment	125,000	125,000	-	125,000	-	125,000	-	-	0%
4.03	Data cabling/security	125,000	125,000	-	125,000	-	125,000	-	-	0%
4.04	Technology (Computers)	100,000	100,000	-	100,000	-	100,000	-	-	0%
4.05	Stage Lighting	100,000	100,000	-	100,000		100,000	-	-	0%
5.00	**Project Totals**	16,525,264	3,540,767	13,734,808	17,275,575	(63,471)	17,212,104	686,840	3,628,333	21.08%

iii. Maintain thorough knowledge of the plans and specifications.
Square One understands that effective construction oversight requires a detailed understanding of the Project documents. Our team will maintain thorough familiarity with the approved plans, specifications, contract requirements, supplemental instructions, approved submittals, and project revisions throughout the construction process. By maintaining comprehensive knowledge of the contract documents, Square One will be able to effectively monitor construction activities, identify inconsistencies or deviations, respond to project questions, and assist the City in evaluating contractor performance and construction quality. Our familiarity with the documents also allows us to facilitate efficient communication between the contractor, Architect, inspectors, and City representatives regarding the interpretation of project requirements.

This detailed understanding of the Project documents supports proactive issue resolution, improves coordination among project stakeholders, and helps ensure construction activities remain aligned with the intended design and contractual requirements.

iv. Personally observe major assemblies placed in the construction for general compliance with the contract documents, supplemental instructions from the Architect, and support the quality assurance efforts of the Inspector(s).
Square One will provide active field oversight throughout construction to monitor the installation of major building systems and assemblies for general conformance with the approved contract documents and supplemental instructions issued by the Architect. Our team will conduct regular site observations to review construction progress, workmanship, sequencing, and coordination between trades.

While Square One does not replace the contractor's responsibility for means and methods or the Architect's design authority, our field presence allows us to identify visible deficiencies, coordination conflicts, or potential non-conforming work early in the construction process. We will communicate observations promptly to the contractor, Architect, and City to facilitate timely corrective action and minimize impacts to schedule or budget. Square One will also support the quality assurance efforts of inspectors and testing agencies by coordinating inspections, reviewing reports, tracking deficiencies, and monitoring corrective actions through completion. Our proactive field involvement helps reinforce accountability, improve construction quality, and support successful project delivery.

v. Coordinate construction logistics between the Architect, General Contractor/CM At Risk and the Owner.
Our team will facilitate communication and coordination regarding site access, work sequencing, utility interruptions, material deliveries, safety procedures, staging areas, parking, inspections, and operational impacts throughout construction. We will work closely with the General Contractor/CM At Risk and Architect to anticipate logistical challenges and develop practical solutions that maintain construction progress while protecting the City's operational needs and project objectives. Square One will also coordinate scheduling of major construction activities, owner-furnished equipment, utility tie-ins, and occupancy planning to ensure smooth transitions between project phases. Our proactive coordination approach helps reduce conflicts between project stakeholders, minimize delays, and maintain organized and efficient construction operations throughout the Project.

vi. Review General Contractor/CM At Risk's schedule of values/cost breakdown and construction schedule and recommend approval/changes and disapproval.

Square One will perform detailed reviews of the contractor's proposed schedule of values, cost breakdowns, and construction schedules to verify accuracy, completeness, and alignment with the Project scope and contractual requirements. Our team will evaluate whether costs are appropriately allocated, sequencing is realistic, milestones are achievable, and payment structures accurately reflect anticipated project progress.

The construction schedule review process will include evaluation of activity durations, procurement timelines, phasing plans, critical path activities, staffing assumptions, and coordination between trades. Square One will identify concerns related to incomplete sequencing, unrealistic durations, insufficient float, or scheduling conflicts that could impact timely project completion.ased on our review, Square One will provide recommendations to the City regarding approval, requested revisions, or disapproval of submitted schedules and cost allocations. Our oversight helps establish a reliable baseline for progress tracking, payment review, and schedule management throughout construction.

vii. Attend, arrange and conduct a variety of meetings, as requested by the Owner.

Square One will organize, attend, and facilitate meetings necessary to support effective communication, coordination, and decision-making throughout construction. Our team will coordinate regular progress meetings, owner meetings, contractor coordination meetings, design review meetings, issue resolution discussions, and special stakeholder meetings as requested by the City. We use a variety of in-house tools to track these meetings and ensure each person is held accountable for their tasks. Our team's active involvement in project meetings allows us to maintain alignment between stakeholders, identify emerging concerns early, and support efficient project execution throughout the construction phase.

viii. Perform quality surveys, review, and verify the contractor's monthly application for progress payments.

Square One will conduct regular quality surveys and field observations to monitor construction progress and verify that completed work generally conforms with the approved contract documents prior to recommending payment approval. Our team will review the contractor's monthly application for payment against observed work in place, approved schedules of values, stored materials, project progress, and supporting documentation.

The payment review process will include verification that billed work has been completed in accordance with contract requirements and that progress percentages accurately reflect the status of construction activities. Square One will also review supporting information related to lien releases, testing reports, inspections, and updated project documentation as required prior to recommending payment approval. By providing detailed payment review and verification services, Square One helps protect the City's financial interests, maintain accountability, and support accurate and timely project cost management throughout construction.

ix. Review and analyze proposed change orders and make recommendations to Owner.
Square One will provide a detailed review and analysis of all proposed change orders to evaluate their necessity, cost reasonableness, schedule impacts, and alignment with the Project scope and contract requirements. Our team understands the importance of carefully managing changes during construction to minimize unnecessary cost increases and schedule delays.

Each proposed change order will be reviewed to determine whether the requested changes are justified, appropriately documented, and consistent with project conditions and contractual obligations. Square One will evaluate labor costs, material pricing, equipment charges, subcontractor markups, and schedule implications associated with each request.

Following our review, we will provide the City with recommendations regarding approval, negotiation, modification, or rejection of proposed change orders. Our objective is to ensure all changes are thoroughly evaluated, fairly priced, and properly documented prior to implementation.

x. Assess and evaluate pricing on all change order requests, taking the lead in negotiating fair and equitable resolutions and managing schedule impacts.
Square One will actively manage the change order negotiation process to help ensure all pricing adjustments are fair, reasonable, and supported by appropriate documentation. Our team will evaluate contractor pricing proposals against independent cost estimates, market conditions, labor rates, subcontractor quotes, and industry standards to verify cost accuracy and identify unsupported or excessive charges.

When necessary, Square One will lead negotiations with the contractor to resolve pricing discrepancies, clarify scope assumptions, and minimize unnecessary costs to the City. In addition to evaluating financial impacts, we will assess how proposed changes may affect construction sequencing, project milestones, procurement timelines, and overall project completion. Our proactive negotiation and schedule management approach helps protect the City's budget, maintain project momentum, and ensure changes are resolved efficiently and transparently.

xi. Review requests for information ("RFI") and Architect's supplemental instructions ("ASI"). Track submittals as required through completion of the process.
Our team will review RFIs and ASIs to identify potential impacts to project scope, budget, schedule, or constructability, and will coordinate with the Architect and contractor to facilitate timely resolution.

We will maintain organized tracking logs for RFIs, submittals, ASIs, and related documentation to monitor response times, outstanding items, approval status, and implementation of revisions in the field. Square One will also verify that approved submittals and supplemental instructions are incorporated into ongoing construction activities and project record documents as required.

This organized document management approach helps minimize delays, improve coordination between project stakeholders, and support efficient construction administration throughout the Project.

xii. Generate weekly site visit reports describing general events, noting problems and unusual events.
Our team is hands-on and will conduct regular site visits throughout construction and prepare detailed weekly field reports documenting observed project activities, construction progress, site conditions, completed work, ongoing operations, safety observations, and notable project developments. These reports will provide the City with clear and consistent updates regarding the status of construction and overall project performance.

Weekly reports will also identify observed deficiencies, coordination issues, delays, unusual conditions, weather impacts, safety concerns, or other matters that may affect project cost, quality, or schedule. Action items and follow-up requirements will be documented to support accountability and the timely resolution of issues. Our reporting process will be easy to access and provide the City with a comprehensive project record and promote transparency, proactive communication, and informed decision-making throughout the construction phase.

xiii. Take appropriate photographs that document construction progress and conformity with Contract Documents.
Square One will maintain photographic documentation of construction progress throughout the duration of the Project to support progress tracking, quality oversight, and project recordkeeping. We take photographs during regular site visits to document completed work, major construction milestones, concealed conditions, material installations, and areas requiring corrective action.

Photographs will be organized and incorporated into project reports or maintained within the project documentation system to provide the City with a visual record of construction activities and project progression over time.

This documentation also assists in resolving disputes, verifying completed work, supporting payment reviews, and documenting compliance with the contract documents.

xiv. Review and verify General Contractor/CM At Risk's Project record drawings and schedule are updated to reflect all changes and work completed before each monthly progress payment.
Square One will regularly review and verify that the contractor's project record drawings, schedules, and related construction documentation are maintained accurately throughout the construction process. Prior to recommending approval of monthly progress payments, our team will confirm that record drawings reflect approved changes, field modifications, supplemental instructions, and completed work in accordance with project requirements.

We will monitor updates to construction schedules to verify that progress is accurately reflected and that schedule revisions incorporate approved changes, sequencing adjustments, and current project conditions. Square One will coordinate with the contractor, Architect, and project team to address discrepancies or incomplete documentation as necessary. We maintain accurate and up-to-date project records throughout construction to support effective project management, improve closeout efficiency, and ensure the City receives complete and reliable documentation upon project completion.

1. Frequently inspect the work for progress, quality, and conformance with the Contract Documents.

Our team will provide regular on-site observation throughout construction to monitor project progress, workmanship quality, and general conformance with the Contract Documents. We like to conduct frequent field visits to observe ongoing construction activities, evaluate coordination between trades, and identify visible deficiencies, inconsistencies, or potential concerns before they escalate into larger project issues.

These inspections will focus on major building systems, critical construction activities, material installations, sequencing, and overall project progression relative to the approved schedule and design intent. Square One will maintain open communication with the contractor, Architect, inspectors, and City representatives to address observed issues promptly and support timely corrective action when necessary. Our proactive field presence helps reinforce quality expectations, improve accountability among project participants, and support successful project delivery consistent with the City's standards and objectives.

2. Coordinate, track, and document all Owner testing.

Square One will coordinate all Owner-required testing activities throughout construction to ensure testing is performed in accordance with project specifications, applicable codes, and quality assurance requirements. Our team will work closely with testing agencies, inspectors, the contractor, and the Architect to schedule testing activities in alignment with the construction schedule and project sequencing. We will maintain organized tracking logs documenting all required testing activities, including dates, locations, results, deficiencies, retesting requirements, and final resolutions. Square One will also verify that testing reports are submitted in a timely manner and distributed to the appropriate project stakeholders for review and documentation.

3. Review special inspection and material testing reports to verify conformance with the Contract Documents.

Our team will review special inspection reports, laboratory testing results, and material testing documentation throughout construction to verify compliance with the Contract Documents, project specifications, and applicable regulatory requirements. Our team will evaluate inspection and testing reports for completeness, identified deficiencies, failed tests, corrective actions, and overall conformity with project requirements.

We will coordinate closely with testing agencies, inspectors, the contractor, and the Architect to ensure any deficiencies or non-conforming conditions identified through testing are addressed promptly and appropriately documented. Square One will also monitor required retesting activities and verify that final testing results demonstrate acceptable compliance before affected work progresses further. This review process supports the City's quality assurance objectives by providing an additional layer of oversight and helping ensure materials and installed systems meet the standards established for the Project.

4. When work is found to be non-conforming, document the deficiencies and promptly provide written notification of the deficiencies to the Architect, Owner, and General Contractor/CM At Risk.

If non-conforming work is observed during inspections, testing reviews, or field observations, Square One will promptly document the deficiency and notify the appropriate parties, including the Architect, Owner, and General Contractor/CM At Risk. Our documentation process will clearly identify the issue, location, applicable contract requirement, and recommended corrective action to facilitate timely resolution.

5. Verify that deficiencies have been corrected and/or approved by the applicable party.
Square One will monitor corrective actions related to identified deficiencies and conduct follow-up observations to verify that non-conforming work has been corrected in accordance with the Contract Documents and applicable project requirements. Our team will coordinate with the contractor, inspectors, Architect, and testing agencies as necessary to confirm that corrective measures have been completed and accepted by the appropriate parties.

Where required, Square One will review updated inspection reports, retesting results, revised submittals, or supplemental documentation to confirm acceptable resolution of deficiencies prior to closure. Deficiency tracking logs will be updated regularly to maintain clear documentation of issue status and resolution progress. This follow-through process helps ensure project quality standards are maintained and prevents unresolved deficiencies from carrying into later stages of construction or project closeout.

6. Issue inspection deficiency list to the Architect, Owner, and General Contractor/CM At Risk. Conduct inspections and track deficiencies through correction.
Square One will maintain and distribute formal inspection deficiency lists documenting observed issues, incomplete work, non-conforming installations, or outstanding corrective actions identified during construction inspections and site visits. These reports will be provided to the Architect, Owner, and General Contractor/CM at Risk to ensure all parties remain informed of project conditions requiring attention.

Deficiency lists will include descriptions of the issue, location, responsible party, required corrective action, and status updates to facilitate organized tracking and accountability. Square One will conduct follow-up inspections to monitor progress toward resolution and verify that corrective work has been completed satisfactorily prior to removing items from the deficiency list. Our organized deficiency management process supports proactive quality control, improves communication among project stakeholders, and helps ensure construction issues are resolved efficiently and thoroughly throughout the Project.

7. Coordinate preparation of the punch-list and monitor corrective work to successful completion.
As the Project approaches substantial completion, Square One will coordinate the development of detailed punch lists documenting incomplete work, deficiencies, adjustments, or corrective items requiring resolution prior to final acceptance. Our team will work closely with the Architect, contractor, City representatives, and inspectors to conduct punch-list inspections and establish clear expectations for completion of outstanding items.

Square One will organize and track all punch-list items through completion, monitor contractor progress, conduct follow-up inspections, and verify that corrective work has been completed in accordance with project requirements. We will maintain updated punch-list logs and provide status reporting to the City throughout the closeout process. Our punch-list coordination approach is designed to facilitate efficient project closeout, minimize delays to occupancy, and ensure the completed Project meets the City's quality expectations prior to final acceptance.

8. Coordinate Owner Activities (Occupancy, fixture and equipment procurement, Technology, etc.).

Square One will assist the City in coordinating owner-related activities necessary to support a smooth transition from construction to occupancy and operation of the completed facility. Our team will work closely with City representatives, vendors, consultants, contractors, and technology providers to coordinate furniture, fixtures, equipment installation, technology systems, access control, move-in activities, and operational readiness planning.

We will develop and monitor occupancy coordination schedules to ensure owner-furnished items, technology infrastructure, training activities, and operational requirements are integrated into the overall project schedule and aligned with construction completion milestones. Square One will also facilitate communication between the contractor and City staff to coordinate building access, installation sequencing, inspections, and commissioning activities.

c. Closeout Phase

i. Verify that all Project Record Documents are provided to the Owner and complete.

We will work closely with the Contractor and project team throughout construction to track record document submissions as they are developed. At closeout, we will perform a final completeness review, cross-checking all required deliverables against the Contract Documents to ensure all Project Record Documents are accurate, complete, and properly compiled for turnover to the Owner.

ii. Verify all O&M Manuals are complete and provided to Owner.

We will proactively monitor O&M manual submittals during construction and coordinate with the Contractor to address any deficiencies early. Prior to closeout, we will review all manuals for completeness, organization, and compliance with specification requirements to ensure they are ready for Owner use and long-term facility maintenance.

iii. Verify all Warranties are submitted and in accordance with Contract Documents.

We will track required warranty submittals through a closeout log maintained during construction. As part of the final closeout, we will review all warranty documents for completeness, confirm they meet Contract Document requirements, and coordinate with the Contractor to resolve any missing or non-compliant submissions prior to acceptance.

iv. Ensure City staff have received all necessary training for the operation of the new building and systems.

We will coordinate with the Contractor and commissioning team to schedule and facilitate structured training sessions for City staff. We will verify attendance, document training completion, and confirm that all critical building systems have been reviewed, ensuring staff are fully prepared to operate and maintain the facility. We will ask that the General Contractor record all of these trainings and provide copies with their closeout documentation.

v. Maintain a presence and provide support, follow up, and track completion on warranty requests.

We will maintain an active post-occupancy presence by tracking warranty items through a centralized log, coordinating directly with the Contractor and vendors for resolution, and conducting periodic follow-ups with the Owner. This ensures a timely response to issues and full completion of all warranty obligations.

7. Additional Data



ROLLINGWOOD TEXAS

Request for Qualifications
Owner's Representative Services for
City Hall Improvements

Addendum No. 1

City of Rollingwood, Texas

Square One has recieved and reviewed this Addendum.

Ben N Snyder

City of Rollingwood

403 Nixon Drive

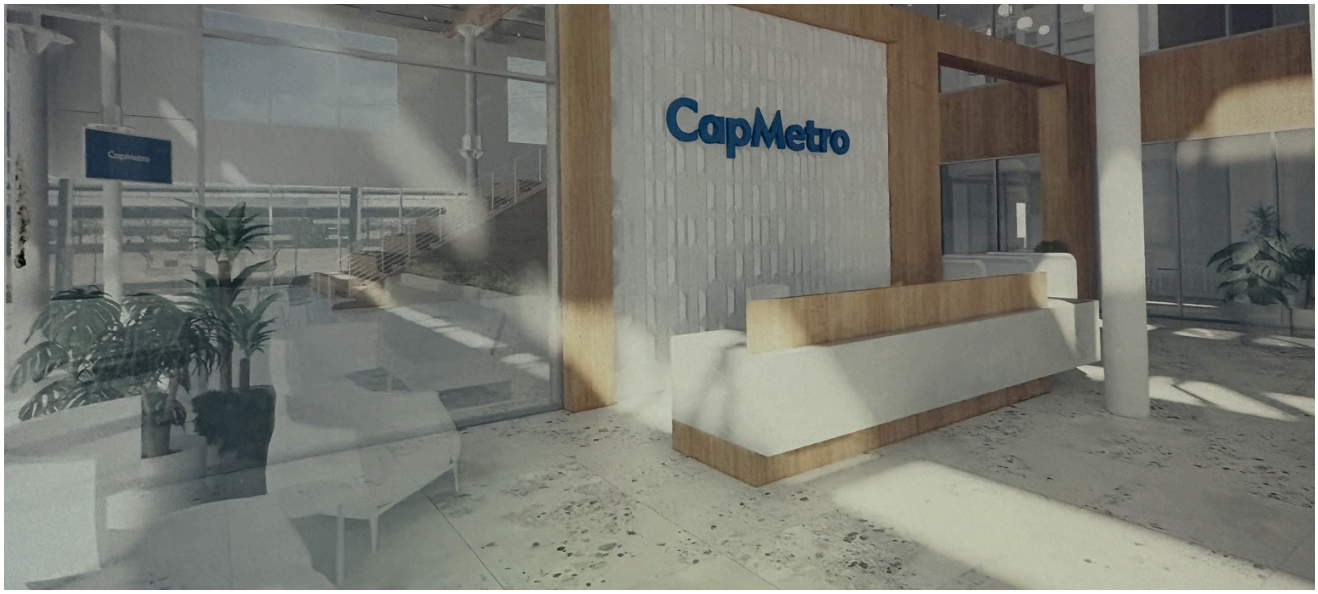
Rollingwood, TX 78746

Addendum No. 1 Release Date – Monday, June 1, 2026

RFQ Due Date – Monday, June 8, 2026, at 10:00 a.m.

CapMetro Austin

The CapMetro Headquarters project consists of an interior renovation of existing core and shell space to create a functional and modern workplace environment. The new buildout includes a board room with an adjacent reception area, catering support space, several small conference rooms, private offices, and restroom facilities. Additional program elements include a training room, open office work areas, employee breakrooms, and a kitchen area designed to support staff collaboration and daily operations. The renovation is intended to enhance both the operational efficiency and overall functionality of the headquarters while creating a professional and welcoming environment for staff and visitors.







KEY DETAILS

LOCATION
Austin, TX

PROJECT COST
$12,000,000

GENERAL CONTRACTOR
Trimbuild Construction Inc.

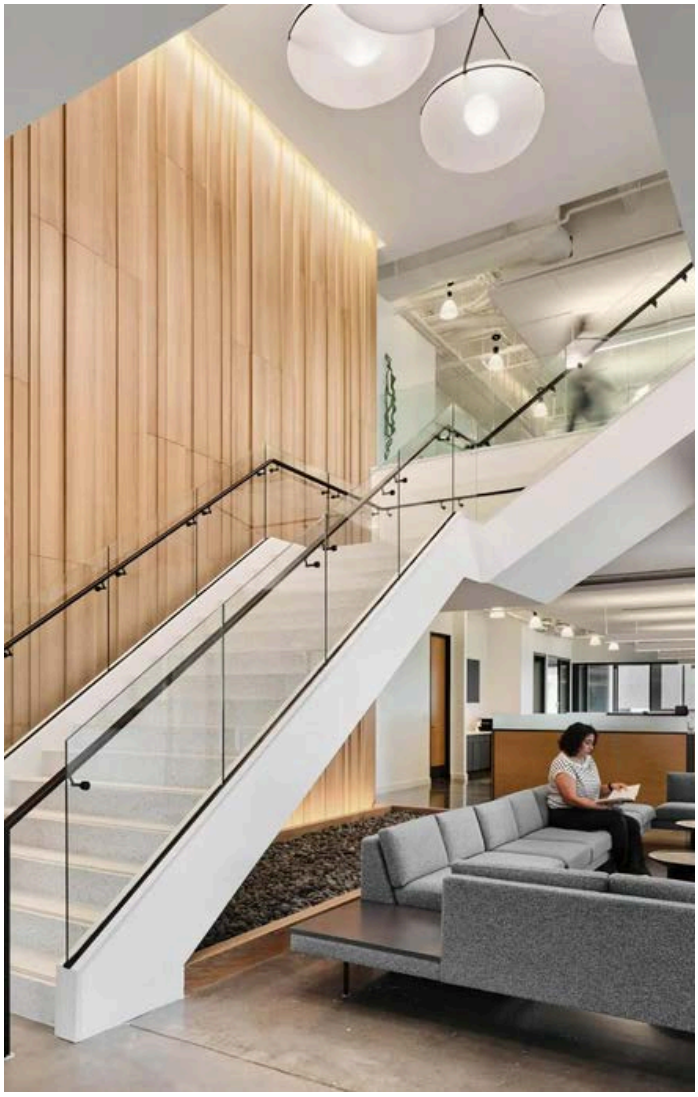
SERVICES PROVIDED
Owner Representation

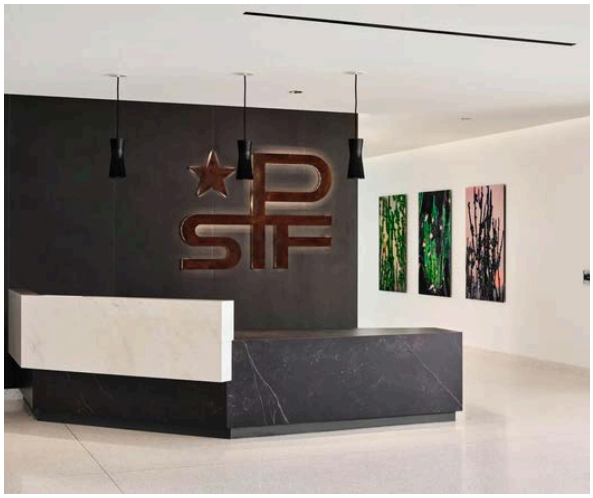
PROJECT SIZE
39,000 SF

ARCHITECT
SixthRiver

Texas Permanent School Fund

The project involved a comprehensive interior renovation of the Texas Permanent School Fund's office building, creating an updated and efficient workspace tailored to the needs of its employees.







KEY DETAILS

LOCATION
Austin, TX

PROJECT COST
$8,500,000

GENERAL CONTRACTOR
Beck

SERVICES PROVIDED
Owner Representation

PROJECT SIZE
54,000 SF

ARCHITECT
Studio 8

Travis County Supportive Housing

Square One is working in support of Travis County's initiative to provide more supportive housing for individuals and families in need of housing. Our role is to oversee all invoicing and payment approvals for vendors, wage rate confirmation, budget compliance, and quality control in the field during construction. The project scope includes over 3,000 units.







KEY DETAILS

LOCATION
Austin, TX

PROJECT COST
$50,000,000

GENERAL CONTRACTOR
Various

SERVICES PROVIDED
Owner Representation

PROJECT SIZE
1,000,000 SF

ARCHITECT
Various

Texas Facilities Commission Phase II

This 1.5 million square foot expansion of the Texas Capitol Mall Complex includes two office buildings and three underground parking garages. As part of Phase 2, the project will consolidate Texas Facilities Commission staff into 560,000 square feet of new office space. It will also extend the Congress Avenue Parking Mall and expand the Central Utilities Plant, enhancing infrastructure and supporting the continued growth and efficiency of the Capitol Complex.







KEY DETAILS

LOCATION
Austin, TX

PROJECT COST
$685,000,000

GENERAL CONTRACTOR
JE Dunn

SERVICES PROVIDED
Owner Representation

PROJECT SIZE
1,500,000 SF

ARCHITECT
HOK

SQ1 SQUARE ONE
A DIVISION OF PROJECT CONTROL
a kiwa company

THANK YOU

For your time & consideration. We look forward to helping the City of Rollingwood's vision come to life.



www.sq1.us

Request for Qualifications
Owner's Representative Services for
City Hall Improvements

Addendum No. 1

City of Rollingwood, Texas

Square One has recieved and reviewed this Addendum.

Ben N Snyder

City of Rollingwood

403 Nixon Drive

Rollingwood, TX 78746

Addendum No. 1 Release Date – Monday, June 1, 2026

RFQ Due Date – Monday, June 8, 2026, at 10:00 a.m.

The City of Rollingwood (the “City”) issues this Addendum No. 1 to the Request for Qualifications (RFQ) for Owner's Representative Services associated with the City Hall Improvements Project. This addendum has been prepared by City staff to address questions and requests for clarification raised by prospective respondents during the In-Person Pre-Bid Conference held on Friday, May 29, 2026, at 2:00 p.m., as well as other enquiries received by the City, such as during the tour of the City Hall facilities held immediately following the In-Person Pre-Bid Conference.

The City is committed to conducting a fair, transparent, and competitive procurement process. To ensure all interested firms have access to the same information, this addendum provides responses, clarifications, and supplemental information intended to further define the City's expectations regarding the scope of services, project objectives, and procurement requirements. Respondents should carefully review all information contained herein and incorporate any applicable revisions into their Statements of Qualifications.

The selected Owner's Representative will serve as the City's trusted advisor throughout the City Hall Improvements Project, providing strategic guidance, project oversight, and coordination during planning, design, procurement, and construction activities. The City seeks a highly qualified firm with demonstrated experience managing public-sector capital improvement projects and delivering successful outcomes on behalf of municipal clients.

Except as expressly modified by this Addendum No. 1, all provisions, requirements, deadlines, and conditions of the original RFQ remain unchanged and in full force and effect. This addendum shall be considered part of the RFQ and **must be acknowledged by all respondents in their submissions**.

Below are the questions asked during the In-Person Pre-Bid Conference, along with the City’s responses:

Q1. Is the project intended to attain LEED certification or another environmental certification?

A1. The City of Rollingwood has not made a determination on this matter. The selected Owner's Representative can make a recommendation regarding environmental certifications to the City Council as needed.

Q2. Does the City have an existing study or studies regarding the needs for the facility?

A2. No formal needs assessment has been performed. However, the City of Rollingwood has a preliminary needs assessment that was drafted by City staff in partnership with Travis County Emergency Services District No. 9 (Westlake Fire Department), which is included as Appendix “A” to this Addendum. That needs assessment may contain errors and omissions, so should be closely reviewed by the selected Owner's Representative early in the project.

Q3. Does the City intend to refurbish the existing building, build a new building, or some combination of the two?

A3. The City of Rollingwood has not made a determination on this matter. The selected Owner's Representative shall be required to make a recommendation on this to the City Council.

Q4. Will the selected Owner's Representative be required to help with finding a space for the relocation of City staff?

A4. The City of Rollingwood intends to handle relocation of staff itself. However, the selected Owner's Representative shall be required to coordinate timing of staff relocation with the City, and recommendations for temporary workspace for staff will be considered.

Q5. Is there a time frame for the full completion of the City Hall Improvements Project?

A5. At this time, the City of Rollingwood has not committed to a timeline for the project. The selected Owner's Representative shall be required to make a recommendation on the project's timeline to the City Council, and to hold the project to the timeline chosen and approved by the City Council.

Q6. Should the City Hall Improvements Project exceed its budget, would the City get another bond to finance the difference?

A6. As a municipal government, the City of Rollingwood is a steward of taxpayers' money. As such, the City intends to stay at or below the budget approved by City Council, and the selected Owner's Representative shall be required to ensure that the budget is strictly adhered to. Should, at any time, the budget appear to be unrealistic in the professional opinion of the selected Owner's Representative, the selected Owner's Representative shall immediately inform the City so that the City Council can consider the matter.

Q7. On Page 6, 3a of the RFQ, responding firms are asked to identify all key personnel, their relationship to the project, relevant qualifications and experience, degrees held, registrations, memberships, years with the firm, and their level of effort toward completing all needed tasks. What did the City mean by this?

A7. The City always seeks to have well-qualified people working on its behalf; a highly qualified firm is important, but the City needs assurances that the firm selected to be the Owner's Representative will have highly qualified people performing work for this City on this project.

Respondents are asked to detail who will be working on the project on the firm's behalf and what their individual role(s) will be. For each person, explain their qualifications, experience, education, professional licenses or certifications, memberships in professional organizations, how long they have worked for the firm, and how much of their time they will dedicate to completing the project.

Q8. Has the City of Rollingwood ever used an Owner's Representative before?

A8. The City's current staff and City Council have not previously used an Owner's Representative for building construction or rehabilitation.

Q9. When will a decision be made to select an Owner's Representative?

A9. It is expected that the City Council will approve the ranking of firms by qualification at its regular meeting on June 17, 2026. Following that, the City will enter into contract negotiations with the most qualified firm, as is typical for an RFQ process. Should an agreement not be made with the most qualified firm, the City will move to the second most qualified firm and begin negotiations. As needed, this process will continue down the rankings, but at no time will the City move back up the list if contract negotiations have failed.

Q10. Will the City Council interview the responding firms?

A10. The City of Rollingwood has not made a determination on this matter, although interviews may take place if requested or directed by the City Council.

Q11. What delivery method (such as Construction Manager at Risk) does the City intend to use?

A11. The City of Rollingwood has not made a determination on this matter. The selected Owner's Representative shall be required to make a recommendation on the project delivery method to the City Council.

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Appendix "A" to Addendum No. 1 to the Request for Qualifications (RFQ) for Owner's Representative Services Associated with the City Hall Improvements Project

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
Shared: All	Public	Entry/Lobby for visitors	160	1			Varies	Entry/Waiting area for visitors to City hall/Fire Department, water fountains	Receptionist/Utility Billing /Court/PD/FD Admin Assistant. Public Restrooms	Public Facing Windows for Admin/PD/FD
Shared: All	Public	Public Restrooms	112	2	8	7	1	Two private bathrooms	Lobby	Two Unisex
Shared: All	Semi Private	Council Chambers	961	1	31	31	11-15 Staff/ Council, 50 Public	Council Meetings, Board and Commission Meetings, Larger meeting space than conference room.	Conference Room for Executive Session	Should have barrier between Council Chambers and any offices to allow daytime meetings that don't interfere with work.
Shared: All	Semi Private	Kitchen/Break Room	160	1			8 people when tables in use.	Kitchen, add stove and a few tables/chairs.	Near enough to all departments	
Shared: All	Semi Private	IT Room	90	1	9	10	0	Large enough for PD/Admin IT Needs. Must lock.	Near necessary departments (Will need to consult with IT)	
Shared: All	Semi Private	Utility Room	100	1	10	10	0	May be in garage or city hall, hold cleaning supplies and paper towels, etc. Washer and Dryer for police and PW uniforms		
Shared: All	Private	Staff Restrooms	168	3	8	7	1	Three private bathrooms	Near enough to all departments or may need additional restrooms in separate location.	Three Unisex
Shared: All	Private	Large Multipurpose Conference/Training/Briefing Room	180	1	10	18	Up to 10	Staff meetings/ briefings, Executive Session	Council Chambers	Willling to Share with FD/PD, to hold approx. 10 people
Shared: All	Private	Staff Locker Room	200	1	10	20	3-4	Shared room of lockers adjacent to 2 separate locking showers. Lockers: 4 PW, 10 PD, 12 Fire Department	Closest to departments that would use it most (PW/FD/PD)	Note: Often FD lockers are included in FD sleeping quarters so may not need space here- if not, this room can be downsized
Shared: All	Private	Staff Shower Facilities	108	2	9	6	1	Two individual locking shower rooms with bench.	Staff locker room.	
Shared: All	Semi-Private	Electrical/Communications	96	0	8	12	0	Shared with entire building. House communications, ATS, MDP, and electrical equipment	Centrally located. Could be on 2nd floor mezzanine	Dedicated cooling, server, data, and phone panels on opposite walls with UPS in the middle
Shared: All	Apparatus	Fire Sprinkler Riser	25	0	5	5	0	Shared with entire building. Sprinkler riser.	Apparatus Bay	On exterior wall with door
Shared: All	Mechanical	Mechanical Platform	208	0	8	26	0	Shared with entire building. Space for indoor AHU's EWH's, other equipment.	Stairwell	
Shared: All	Private	Weight/Exercise Room	320	1	16	20	0	Workout room shared with all staff	Locker Rooms (if possible)	
		Total Square Footage	2,888							

Admin	Semi Private	Court Clerk Office/Work Station	100		10	10	1 + 2 Visitors	Court Clerk Office, Storage and Ability to talk to the public.		Public Facing Window
Admin	Semi Private	Assistant to City Administrator/ Receptionist Work Station	80		10	8	1	Receive Lobby Visitors	City Administrator	Public Facing Window
Admin	Semi Private	Utility Billing Office/Work Station	100		10	10	1	Ability to talk to the public, semi private space for billing.	City Administrator/ Finance Director	Public Facing Window
Admin	Semi Private	Resident Computer/Work Station	56		8	7	1 when needed	Computer for residents to view plans.	Development Services Manager	Semi Public for Supervision

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
Admin	Private	City Administrator Office	170	1	10	17	1 + 4 Visitors	Office + small conference table, Similar to current office setup.	City Secretary's Office/Finance Director	With Small Conference Table
Admin	Private	City Secretary Office	120	1	10	12	1 + 2 Visitors	Office, similar to current office setup.	City Administrator's Office/ Finance Director	Room for small filing cabinets
Admin	Private	Finance Director Office	120	1	10	12	1 + 2 Visitors	Office, private space for talking to employees about payroll or benefits.	City Administrator/City Secretary	Room for small filing cabinets - Current Office is 130 SF
Admin	Private	Development Services Manager Office	120	1	10	12	1 + 2 Visitors	Office, room for 1-2 members of public to discuss development plans.	Administrative Offices/Resident Computer	
Admin	Private	Elected Official Office	120	1	10	12	1 + 2 Visitors	For elected officials to have a private work/ meeting space.	City Administrator's Office	
Admin	Private	Extra Office	120	1	10	12	1 + 2 Visitors	Possible future expansion in development/engineering	Development Services office	
Admin	Private	Large Storage Room for Supplies/Files + Document Workroom	120	1	10	12	0	Office supply storage similar to current setup	Receptionist/ Administrative staff	May be combined with Historical Document Storage Room if enlarged. Store Copier, postage machine, etc.
Admin	Private	Historical Document Storage Room	100	1	10	10	0	Area for historical documents (Ordinances, minutes, misc. historical files)	City Secretary	May be combined with Supply/File Room if enlarged.
		Total Square Footage	1,326							
PD	Semi-Private	PD Receptionist Work Station	64		8	8	1 + 2 Visitors	PD Admin Assistant work station	Chief, Senior Corporal and Other Offices	Public Facing Window
PD	Private	Staff Restrooms	112	2	8	7	2	Two private bathrooms	PD Area, FD sleeping Rooms.	Two Unisex; could share with FD. Could also possibly be removed if the staff locker/shower room has private restrooms.
PD	Private	Police Chief Office	195	1	15	13	1 + 4 Visitors	Chief's Office and small conference table, Similar to current office setup.	Patrol Work stations	With Small Conference Table
PD	Private	Command Office (Senior Corporal)	120	1	10	12	1	Office for Senior Corporal (second in command	Patrol Work stations	Room for small filing cabinets
PD	Private	Coporals Office	170	1	10	17	2	Shared office for two corporals	Patrol Work stations	Room for small filing cabinets - Current Office is 130 SF
PD	Private	Patrol Work Station room	500	1	20	25	0	Shared work stations for officers, will hold up to 4 at a time	Chief, Senior Corporal and Other Offices	
PD	Private	Large Storage Room for Supplies/Files + Document Workroom	120	1	10	12	0	Office supply storage and workroom	PD Admin Assistant, PD Offices	May be combined with Shared use storage and workroom if located nearby
PD	Private	Records room	100	1	10	10	0	Area for record storage	Patrol Work Stations	
PD	Private	Interview Room	100	1	10	10	3	Interview room		Private entrance to this room (Not through public lobby)
PD	Private	Internal Storage	122	1	9	13.5	0	Uniforms, gun locker, equipment		
PD	Private	Evidence Processing Room	64	1	8	8	0	Processing evidence before storage		Can be entry to locking evidence storage room, has table for evidence processing.
PD	Private	Evidence Room	120	1	10	12	0	Locking evidence room		Must have separate ventilation system

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
PD	Private	Large unconditioned storage area	120	1	10	12	0	Locking cage for Bikes, other equipment, large items		Willing to share with PW
		Total Square Footage	1,907							
PW	Private	Public Works Director Office	120	1	10	12	1 + 2 or 3 Visitors	Public Works Director Office with room for 2-3 oerators or visitors to meet.	Close to Admin Staff if practical	
PW	Private	Public Works Department Office	120	1	10	12	3	Space for three operators to leave belongings, log in to computer to check emails, write reports.	Public Works Director Office	
PW	Private	Public Works Garage/Indoor storage for tools		1				Indoor storage for tools/ working on equipment/vehicles		
PW	Private (Outdoor)	Public Works Yard	700	1	70	100		Outdoor yard for storage of large equipment/ materials		
		Total Square Footage	940							
FD	Semi-Private	Day Room/Kitchen/Dining/pantry	756	1	27	28	4	Kitchen, eating area, food storage, entertainment, gathering space	Main Corridor, patio	3 pantries, fridge, high-end residential range and hood with suppression, preparation space, seating for 4, built-in wall storage, cable outlet, ceiling fans
FD	Semi-Private	Utility Room	80	1	8	10	1	Personal and Bedding, Laundry and General Cleaning Storage	Main Corridor	Washer/dryer, mop sink, built in storage/counter, small handwash sink, ice machine, adjustable shelves.
FD	Semi-Private	Watch Office	100	1	10	10	2	Shared report writing office space	Apparatus Bay, Lobby	Wrap around desk, upper shelving, data, phone, computers, office chairs
FD	Private	Two-person sleeping room	286	2	11	13	2	Beds and lockers for 2 male or female firefighters - beds and lockers are per room - total 4 beds, 12 lockers - 2 beds and 6 lockers in each room	Bathrooms	2 beds, 6 lockers, data
FD	Apparatus	Apparatus Bays (stacked)	900	1	20	45	Varies	Storage for Apparatus (33' Engine)	Support Spaces	Access from air locks, exhaust fans, electric heat. 3' walking aisle on either side of 14' wide truck bay
FD	Apparatus	Decontamination shower room	81	1	9	9	1	Dedicated decontamination shower room	Apparatus Bay	
FD	Apparatus	EMS Storage	36	1	6	6	1	EMS Storage space	Apparatus Bay	Adjustable shelving, ice machine?
FD	Apparatus	Bunker Room (12 lockers + Extractor)	171	1	9	19	12	Gear storage for 3 shifts of 12 firefighters. Includes Extractor and Washer and dryer as well as shelves.	Stairwell	Dedicated cooling & Dehumidification, 24" x 24" gear lockers, gear shelving, LED lighting
		Total Square Footage	2,410							

Shared All	2,888
Admin	1,326
Police Department	1,907
Public Works	940
Fire Department	2,410
Total Square Footage	9,471

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)	Occupants	Function	Adjacency	Special Requirements/Notes
Fire Department Items Removed Per Chief Wilson									
FD	Public	Treatment Alcove (Removed Per Chief Wilson)		0	5	6	1	May not be desired. Treatment/triage room for walk-in patients.	Lobby	Millwork
Fire Department Items Moved to "Shared: All" Section									
Shared: All	Public	Entry/Lobby		0	8	10	Varies	May not be necessary if shared with building lobby. Reception/Checkpoint for public.	Public Restroom	
Shared: All	Public	Public Restrooms		0	6	8	1	May not be necessary if shared with building lobby. Handicap accessible restrooms.	Lobby	ADA Compliant, Unisex
Shared: All	Semi-Private	Electrical/Communications	96	0	8	12	0	Shared with entire building. House communications, ATS, MDP, and electrical equipment	Centrally located. Could be on 2nd floor mezzanine	Dedicated cooling, server, data, and phone panels on opposite walls with UPS in the middle
Shared: All	Apparatus	Fire Sprinkler Riser	25	0	5	5	0	Shared with entire building. Sprinkler riser.	Apparatus Bay	On exterior wall with door
Shared: All	Mechanical	Mechanical Platform	208	0	8	26	0	Shared with entire building. Space for indoor AHU's EWH's, other equipment.	Stairwell	
Fire Department Requests Covered by other Items									
FD	Private	Private Bathroom		0	7	11	1	Shared with PD Locker rooms. Shower Room for personnel.	Sleeping Rooms	Shower, vanity, toilet, ADA

Note: If the PD/Admin/FD facilities are not located in close proximity, some of these may need to come back into the equation (entry/lobby, restrooms, etc.)

THE CITY OF ROLLINGWOOD, TEXAS

OWNER'S REPRESENTATIVE SERVICES | CITY HALL IMPROVEMENTS







June 8, 2026

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1925 100 VOLKERT 2025

1. COVER LETTER/INTRODUCTION

2026

City of Rollingwood, Texas
Attn: Alun Thomas, City Administrator
403 Nixon Drive
Rollingwood, TX 78746

VOLKERT 100

7500 Rialto Boulevard
Building 1, Suite 225
Austin, TX 78735
512.782.0251
www.volkert.com

RE: CITY OF ROLLINGWOOD, TX | OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

Dear Mr. Thomas and Selection Committee,

Volkert, Inc. (Volkert) is pleased to submit our qualifications to serve the City of Rollingwood as Owner's Representative and Project Manager. We understand that this assignment requires more than technical oversight—it requires a trusted partner who will protect the City's interests, guide sound decisions, and help deliver a successful project with discipline, transparency, and responsiveness. Our team is prepared to manage the full process from early planning through design, construction, move-in, and warranty coordination so City leadership can remain focused on serving the community.

What distinguishes Volkert is our ability to combine national depth with practical local leadership. For more than 100 years, we have supported public-sector clients in delivering complex capital programs and civic facilities with accountability and care. Our experience spans billions of dollars in improvements across municipal, institutional, educational, and community-focused projects. Just as important, our Central Texas leadership brings direct, relevant experience working with public owners, staff, elected officials, and community stakeholders to move projects forward efficiently while maintaining alignment with public expectations.

Led by James Snow, Senior Project Manager, our team offers the City proven owner-side perspective and strong municipal project leadership in Central Texas. Mr. Snow's experience includes serving as project executive and owner's representative on public projects for the City of Austin, where he worked closely with City staff, Council, and community members to advance the design and construction of libraries, parks, fire stations, and other civic facilities. That background equips our team to anticipate issues early, coordinate stakeholders effectively, and keep projects on track in cost, schedule, and quality.

If selected, Volkert will serve as a direct extension of City staff—providing disciplined oversight of planning, procurement, design review, budgeting, scheduling, contractor coordination, compliance, reporting, and stakeholder communication. Our role is to reduce risk, improve decision-making, and give the City clear, actionable insight at every stage of the project. Because our team is based in Central Texas, we also offer the responsiveness, regional familiarity, and community awareness needed to support a successful outcome from project kickoff through closeout.

We appreciate the opportunity to be considered for this important project. If you would like to further discuss our proposal or have any questions, **please contact James Snow, Senior Project Manager**, at **512.745.7259** or via email at **james.snow@volkert.com**. As Senior Vice President, I have contractual authority to represent the firm and can also be contacted directly at 225.252.0172 or via email at jimmy.screen@volkert.com.

Sincerely,

James "Jimmy" P. Screen, III
Senior Vice President

2. FIRM DESCRIPTION

2. FIRM DESCRIPTION

2A. FIRM INFORMATION

Founded in 1925, Volkert (S-Corporation) is a full-service, multidisciplinary planning, engineering, and environmental services firm with a long and successful history of providing support for local, state, and federal governments. Originally founded as Doullut & Ewin, the small company operated out of New Orleans, Louisiana. In 1946, the corporate office was relocated to Mobile, Alabama, and we are now known as Volkert, Inc.

LEGAL NAME:
Volkert, Inc.

HEADQUARTERS (Principal Place of Business):
Mobile, Alabama

YEARS IN BUSINESS:
100 Years

COMPANY TYPE:
S-Corporation

NUMBER OF EMPLOYEES:
1,500 Employees

Throughout our 100-year history, we have developed a reputation for technical excellence and attention to service that has earned more than 60 major engineering awards for our clients. **Volkert consistently ranks among the top 1% of engineering firms in the nation. In 2025 ENR named Volkert as Texas and Louisiana Design Firm of the Year.** In the program management sector, Volkert specializes in the following project types:

- **Corporate Offices**
- **K-12**
- **Higher Education**
- **Healthcare**
- **Disaster/Environmental Restoration**
- **Courthouses**
- **Justice Centers/Jails**
- **Parks**
- **Event/Recreation Centers**
- **Ports**

2B. FIRM LOCATION PRINCIPALLY RESPONSIBLE FOR THE PROJECT

Our Austin office will be primarily responsible for your project. The team we have assembled currently has and will maintain the capacity to be available to the City and complete assignments on time and with high quality. The team has successfully managed projects of varying sizes and complexity simultaneously, affording them the necessary experience and flexibility to respond to County needs and complete project tasks in a timely manner. Volkert's solid reputation and steady growth have always been driven by a steadfast commitment to delivering outstanding service on projects large and small. This dedication to delivering within schedule and budget, regardless of the size of project, has been the key to Volkert's success. Our team is ready, willing, and able to get the job done on time, on budget, and with quality.

DISCIPLINE	NUMBER OF PERSONNEL
Administrative	16
Civil Engineers	26
Program Management	3
Construction Managers*	7
CADD/Techs/Draftsmen*	10
Construction Inspector*	22
Land Surveyor*	9

2C. EXPERTISE IN OWNER'S REPRESENTATIVE SERVICES

Volkert brings nearly a century of experience providing comprehensive Owner's Representative services for complex public sector capital projects. Our expertise spans the full project lifecycle—planning, design oversight, procurement, construction administration, and closeout—with a consistent focus on fiscal accountability, schedule adherence, quality assurance, and stakeholder coordination.

As a dedicated advocate for the owner, our team excels at managing multiple entities, facilitating communication among architects, engineers, contractors, and regulatory bodies. We are proficient in developing project-specific management plans, establishing realistic budgets and schedules, and implementing rigorous controls to ensure project goals are met efficiently and transparently.

Our approach emphasizes early risk identification, constructability analysis, and value engineering to optimize project delivery within defined constraints. We maintain real-time oversight of cost and schedule through structured reporting systems and utilize industry-standard project management tools to track documentation, decisions, and responsibilities throughout all phases.

With extensive experience serving local governments, our professionals understand the sensitivities of public infrastructure work—including procurement compliance, permitting coordination, community communication, and fiduciary stewardship. Volkert's consistent track record of successful courthouse and civic facility projects reflects our capacity to protect the owner's interests while facilitating timely, cost-effective outcomes.



TRUSTED PUBLIC-SECTOR PARTNER: Over $6B in successfully managed public capital improvement projects across counties, cities, and state agencies.



FULL LIFECYCLE SERVICES: From scope development to final closeout, Volkert provides start-to-finish Owner's Representation with a focus on transparency, control, and results.



PROJECT CONTROLS YOU CAN TRUST: Real-time tracking of cost, schedule, and decisions using industry-standard PMIS tools like e-Builder ensuring accountability at every phase.



LOCAL GOVERNMENT FOCUS: Serving over 300 local government agencies, Volkert understands the requirements, compliance frameworks, and sensitivities of public infrastructure delivery.



QUALITY WITHOUT COMPROMISE: Volkert's internal Quality Management Program ensures compliance, constructability, and performance - audited at every phase.



EMBEDDED REPRESENTATION: Dedicated, credentialed project managers embedded on-site to oversee construction, resolve conflicts, and protect owner interests daily.



VALUE-DRIVEN DELIVERY: Value engineering, constructability reviews, and market-aligned estimating ensure on-budget, high-performance outcomes.

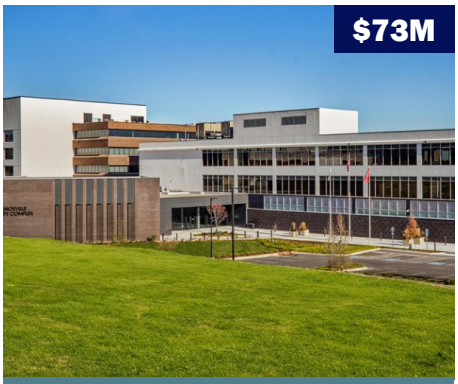
WITH OVER $6B IN MANAGED PUBLIC PROJECTS AND EXPERIENCE SERVING 300+ LOCAL GOVERNMENTS, VOLKERT DELIVERS TRUSTED OWNER'S REPRESENTATION WITH PROVEN EXPERTISE, RIGOROUS PROJECT CONTROLS, AND END-TO-END SERVICES THAT ENSURE TRANSPARENCY, QUALITY, AND VALUE.

2C. EXPERTISE IN OWNER'S REPRESENTATIVE SERVICES - PROJECTS

Volkert has successfully delivered a wide range of complex public facility projects that closely mirror the scope and objectives of Rollingwood's City Hall Improvements project. Our portfolio includes numerous courthouse, judicial, and municipal facility projects involving multi-phase construction, historic renovation, secure facility design, and close coordination with multiple user groups and government stakeholders. These projects required the same level of schedule control, budget oversight, and stakeholder engagement that this assignment demands.



Madison County Courthouse
Huntsville, AL



City of Knoxville's Public Safety Complex
Knoxville, TN



City of Tuscaloosa's Benjamin Barnes YMCA
Tuscaloosa, AL



Louisiana State Crime Lab
Baton Rouge, LA



City of St. Mary's CIP
St. Mary's, GA



City of Early Town Development Center
Early, TX



City of Mobile Civic Center Redevelopment
Mobile, AL

VOLKERT IS QUALIFIED
PUBLIC OWNERS RELY ON VOLKERT'S EXPERIENCE IN OWNER'S REPRESENTATIVE AND PROGRAM MANAGEMENT TO COMPLETE HIGH-QUALITY PROJECTS ON TIME AND IN BUDGET.

MADISON COUNTY COURTHOUSE | Huntsville, AL



DATES OF SERVICE: 9/2025 - 8/2030
INITIAL/FINAL COST: $125M

PROPOSED TEAM MEMBERS:
Jimmy Screen - Principal-in-Charge
Jonathan Grammer - Project Executive
Shane Bagwell - Project Manager

CLIENT REFERENCE:
Madison County Commission
Jennifer Gordon
Special Projects Administrator
T: 256.532.3782
E: jgordon@madisoncountyal.gov

DESCRIPTION OF VOLKERT'S SERVICES: Volkert was selected to provide Program Management and Owner's Representative services for the Madison County Commission's new 240,000-SF Courthouse in Huntsville, Alabama. Volkert's responsibilities include vetting the preliminary building program, developing the master project schedule and budget, and leading the procurement of the architect/engineer, environmental and geotechnical consultants, construction materials testing firm, general contractor, and FF&E. Volkert will manage site selection and provided full-time, on-site representation throughout construction of the new courthouse. Volkert will serve as the City's primary point of contact, coordinating all project activities to ensure alignment with stakeholder expectations, regulatory requirements, and budgetary goals. **RELEVANCE:** Showcases Volkert's experience managing multi-agency projects—closely aligning with the complexity, stakeholder coordination, and oversight required for The City's project.

CITY OF KNOXVILLE'S PUBLIC SAFETY COMPLEX | Knoxville, TN



DATES OF SERVICE: 11/2018 - 12/2021
INITIAL/FINAL COST: $73M

PROPOSED TEAM MEMBERS:
Jimmy Screen - Principal-in-Charge
Jonathan Grammer - Project Executive

CLIENT REFERENCE:
City of Knoxville
David Brace, Chief of Staff
T: 865.215.2029
E: dbrace@knoxvilletn.gov

DESCRIPTION OF VOLKERT'S SERVICES: Volkert, Inc. was selected to provide Program Management and Owner's Representative services for the City of Knoxville's new 230,000-SF Public Safety Complex, consolidating the Police Department, Crime Laboratory, Fire Department, Municipal Court, Pension Board, and E-911 Backup Call Center into a single facility. Volkert validated the building program, developed the master schedule and budget, led procurement of key consultants and contractors, and managed due diligence for property acquisition. The firm also provided full-time, on-site representation throughout construction. The crime lab includes specialized spaces for NIBIN, AFIS, firearms testing, vehicle processing, and evidence storage, integrated with the Tennessee Bureau of Investigation's data systems. Volkert served as the City's primary point of contact, coordinating project activities to ensure alignment with stakeholder expectations, regulatory requirements, and budget goals. **RELEVANCE:** Showcases Volkert's experience managing complex, multi-agency public safety facilities—closely aligning with the complexity, stakeholder coordination, and oversight required for The City's project.

CITY OF TUSCALOOSA'S BENJAMIN BARNES YMCA | Tuscaloosa, AL



DATES OF SERVICE: 10/2022 - 3/2025
INITIAL/FINAL COST: $10M

PROPOSED TEAM MEMBERS:
Jimmy Screen - Principal-in-Charge
Jonathan Grammer - Project Executive

CLIENT REFERENCE:
City of Tuscaloosa
Katy Beth Jackson, Director of Operations
T: 205.248.5034
E: kbjackson@tuscaloosa.com

DESCRIPTION OF VOLKERT'S SERVICES: The City of Tuscaloosa selected Volkert as Owner's Representative and Program Manager for the new Benjamin Barnes YMCA, a community-driven project developed through the Project Unity initiative to replace the original 1960s facility. The new facility will provide classrooms for youth programs and flexible spaces for community activities, supporting goals around youth development, healthy living, and social responsibility. Volkert represents the City throughout the project, coordinating with architects, engineers, contractors, and stakeholders while managing the project from planning and design through construction and closeout. The firm oversees cost control, risk mitigation, scheduling, and team coordination to ensure efficient delivery and alignment with community needs. **RELEVANCE:** Illustrates Volkert's capacity to manage civic projects with diverse community stakeholders, broad program goals, and full lifecycle oversight—key capabilities directly aligned with the needs of The City's project.

LOUISIANA STATE CRIME LAB FOR DEPT. OF PUBLIC SAFETY AND CORRECTIONS | Baton Rouge, LA



DATES OF SERVICE: 12/2024 - 6/2027
INITIAL/FINAL COST: $96M

PROPOSED TEAM MEMBERS:
Jimmy Screen - Principal-in-Charge
Chad Lynch - Project Executive
Lyn Kenley - Project Manager

CLIENT REFERENCE:
State of LA Division of Administration FPC
Cheryl Cloud, Architect, Senior Manager
T: 225.219.4422
E: cheryl.cloud@la.gov

DESCRIPTION OF VOLKERT'S SERVICES: Louisiana's Office of Facility Planning and Control (FPC) selected Volkert, Inc. as its Project Manager to augment and support the work of FPC Project Managers in the execution of their duties on specific projects. The project scope includes site preparation and the following site components: access drives, visitor parking, employee parking, secure/screened service yard, NIBIN Conex Container, landscaped courtyard, landscaping for screening, fencing, site lighting, and cameras. Security and distinct site access points are also very important to ensure safe maneuvering of evidence to the crime lab. The project utilizes the CMaR project delivery method and also includes: •New equipment acquisitions and installation (non-building systems equipment) •New non-fixed furniture acquisitions/installation and audio-visual (AV) equipment •Information technology hardware (i.e. PCs, servers, etc.) •A new helipad for the Louisiana State Police **RELEVANCE:** Illustrates Volkert's successful use of the CMAR in a municipal renovation and modernization project to add key capabilities and function while controlling cost

CITY OF ST. MARY'S CAPITAL IMPROVEMENT PLAN | St. Mary's, GA



DATES OF SERVICE: 10/2023 - Ongoing
INITIAL/FINAL COST: $53M

PROPOSED TEAM MEMBERS:
Jimmy Screen - Principal-in-Charge

CLIENT REFERENCE:
City of St. Mary's
Bobby Marr, PE, Public Works Director
T: 912.464.9652
E: bmarr@stmarysga.gov

DESCRIPTION OF VOLKERT'S SERVICES: In response to the increasing demand for City services, the City selected Volkert in 2023 via a competitive procurement process to provide program management (PM) and additional professional and technical services for various projects necessary to support their city-wide capital program. Under the guidance and direction of the City Manager and City Public Works Director, Volkert is providing capital program and project management services for various projects including, but not limited to, vertical building construction, drainage, water and recreation projects. Projects may be funded from various sources, including local, state, federal, and private funding sources, including the use of grant funds. **RELEVANCE:** Highlights Volkert's experience working with small municipalities providing augmented services through a master services agreement - task order approach to achieve necessary improvements that impact the community

CITY OF EARLY TOWN DEVELOPMENT CENTER | Early, TX



DATES OF SERVICE: 11/2021 - 3/10/2026
INITIAL/FINAL COST: $2.2M

PROPOSED TEAM MEMBERS:
Trevor Reed - Project Manager

CLIENT REFERENCE:
City of Early
Tony Aaron, City Manager
T: 325.643.5451
E: taaron@earlytx.net

DESCRIPTION OF VOLKERT'S SERVICES: Volkert partnered with the City of Early and the Texas Parks and Wildlife Department to design a fish-friendly lake habitat supporting multiple species while promoting long-term ecological balance. The project also included one mile of multi-use trails, ADA-compliant access features, and fishing docks that connect the lake to the Town Center and enhance community accessibility. Working within a grant-funded budget, Volkert emphasized cost control, constructability, and long-term value, delivering the project within the original construction budget. Through a digital-first design approach, the team improved collaboration, incorporated stakeholder feedback, and optimized site and environmental performance. **RELEVANCE:** Hightlights Volkert's experience partnering with smaller Texas Municipalities to find funding and help delivery transformational projects for the community.

CITY OF MOBILE PROGRAM MANAGEMENT SERVICES | Mobile, AL



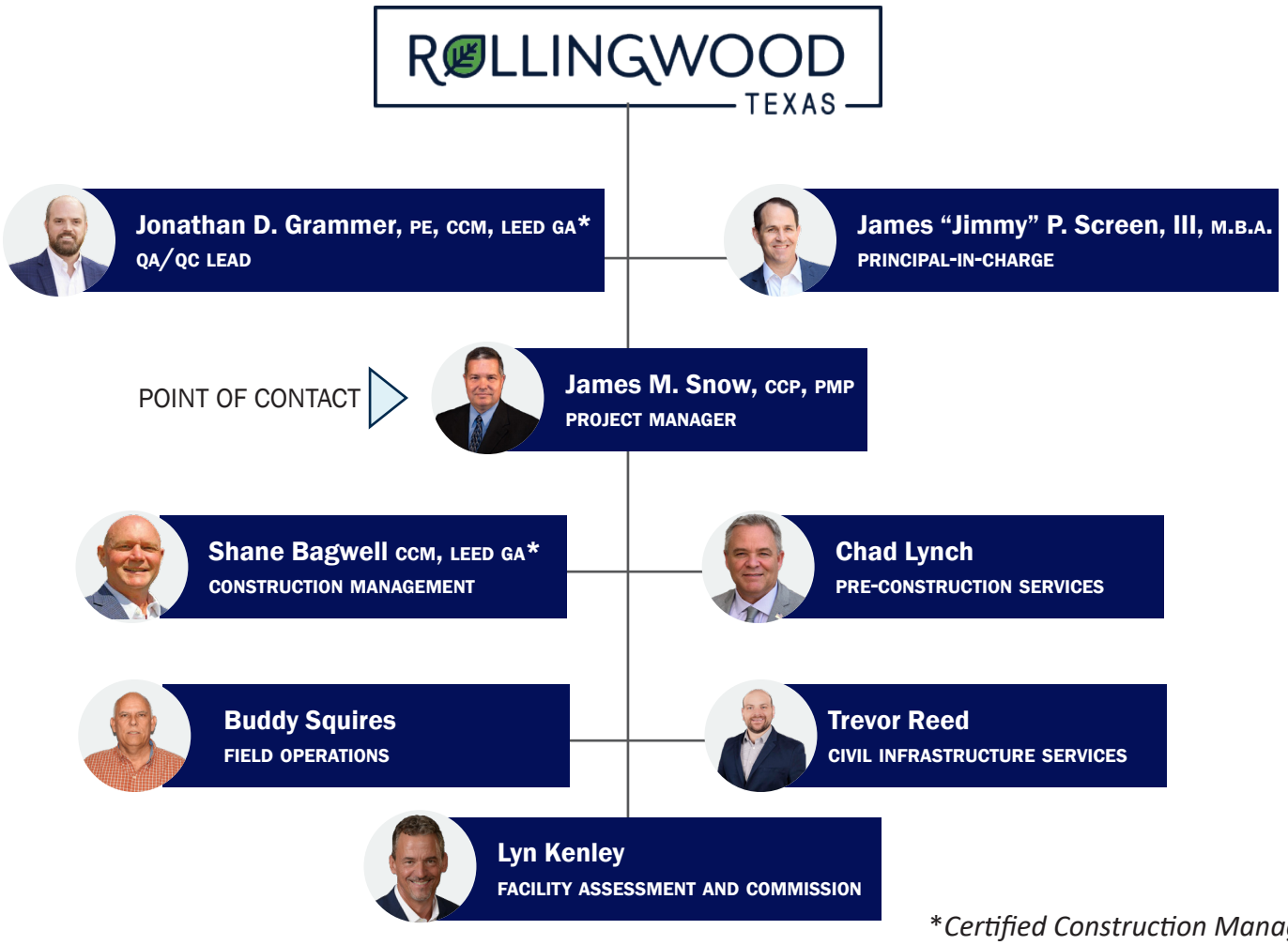
DATES OF SERVICE: 3/2021 - 3/2022
INITIAL/FINAL COST: $338M

PROPOSED TEAM MEMBERS:
Jimmy Screen - Principal-in-Charge

CLIENT REFERENCE:
City of Mobile
James Barber, Chief of Staff
T: 251.208.7804
E: barberj@cityofmobile.org

DESCRIPTION OF VOLKERT'S SERVICES: The City of Mobile has utilized Volkert as a trusted partner to provide professional PM services and continues to expand its utilization of our services on several current projects. selected Volkert to serve as Program Manager for the replacement and redevelopment of the aging Mobile Civic Center, a 10,000-seat indoor sports arena, performing arts theater, and expo hall. A new $338 million state-of-the-art 400,000 square foot 10,000-seat Mobile Arena is being designed and constructed on the site of the old Civic Center along with a new five-level parking deck (parking deck completed summer 2025). Volkert is providing comprehensive Program Management services, aiding in the planning, development, and management of the full program scope, including procurement and management of additional consultants and contractors. This project is on schedule to be completed in time for Mardi Gras 2027. **RELEVANCE:** Highlights Volkert's experience managing high-profile, multi-use civic projects with complex stakeholder partnerships, diverse programming needs, and full lifecycle oversight—capabilities directly applicable to The City's project.

2D. ORGANIZATIONAL CHART



*Certified Construction Manager

KEY STAFF PROPOSED	RELATIONSHIP TO THE PROJECT
JAMES "JIMMY" P. SCREEN, M.B.A. PRINCIPAL-IN-CHARGE ***10% COMMITMENT***	Oversees all aspects of the program, client relations, and provides key resources to successfully meet project deliverables
JONATHAN D. GRAMMER, PE, CCM, LEED GA QA/QC LEAD ***15% COMMITMENT***	Oversees quality assurance and control, technical design reviews, and value engineering for the project
JAMES M. SNOW, CCP, PMP PROJECT DIRECTOR ***100% COMMITMENT***	Leads Volkert team, design team, and contractor in all programming, design, and construction activities for the project
SHANE BAGWELL, CCM, LEED GA CONSTRUCTION MANAGEMENT ***20% COMMITMENT***	Supports the Volkert team in carrying out all preconstruction, construction, and post-construction activities
CHAD LYNCH PRE-CONSTRUCTION SERVICES ***10% COMMITMENT***	Provides preconstruction services, including estimating and scheduling throughout the design phase
BUDDY SQUIRES FIELD OPERATIONS ***10% COMMITMENT***	Lends the Volkert project team a wealth of specialized experience in municipal project construction management, reinforcing technical rigor and operational excellence.
TREVOR REED CIVIL INFRASTRUCTURE SERVICES ***10% COMMITMENT***	Leads civil engineering efforts with demonstrated proficiency in navigating Texas municipal requirements, regulations, and infrastructure standards.
LYN KENLEY FACILITY ASSESSMENT/COMMISSION ***20% COMMITMENT***	Lead and direct all facility assessment and commissioning services.

3. PROJECT TEAM AND QUALIFICATIONS

3. PROJECT TEAM AND QUALIFICATIONS

3A. KEY PERSONNEL RESUMES



James (Jimmy) P. Screen, III, M.B.A.

Senior Vice President | Principal-in-Charge

YEARS OF EXPERIENCE:
31 (6 with Volkert)

EDUCATION:
M.B.A., Louisiana State University, 2003

B.S., The United States Naval Academy, 1994

CERTIFICATIONS/ REGISTRATIONS:
16-Hour OSHA Disaster Site Worker (Course # 7600)

10-Hour OSHA Construction Safety & Health

FEMA: ICS100/200/650/700/800 Community Emergency Response Team (CERT), Certifcate# 612389

IS-00632.a Introduction to Debris Operations

Public Assistance Operations I and II

Debris Operations & Debris Management

SUMMARY OF QUALIFICATIONS:

With over 31 years of experience, Jimmy Screen is a skilled leader with a track record of resolving complex and sensitive problems, managing significant programs, and responding to some of our nation's most devastating disasters. He is a high-integrity leader who leads Volkert's Program Management team, including Disaster Services. As Senior Vice President of Program Management (PM), he provides professional guidance, resources, and support to Volkert's projects and programs to ensure client deliverables are met or exceeded safely and competently.

He consistently communicates with clients and Project Managers to ensure Volkert's high standards are upheld, and our client's interests are best served. His responsibilities include leading the PM team to consistently provide service, quality, and safety in a manner that maintains Volkert's high ethical standards.

Mr. Screen has a robust action-oriented implementation planning background and extensive experience executing major projects/programs. He always keeps his client's best interest first and works closely with client staff and stakeholders to achieve desired outcomes by focusing on communications and delivering outstanding operational performance service.

TIME COMMITTED TO THIS PROJECT: 10 %

PROJECT EXPERIENCE:

Madison County Courthouse | Huntsville, AL | Role: Principal-in-Charge
Volkert is providing **program management and owner's representative services** for Madison County's new 240,000-SF courthouse, overseeing project planning, procurement, site selection, budget and schedule management, and full-time construction oversight to ensure successful delivery of this large-scale public facility. As **Principal-in-Charge**, Mr. Screen provided executive leadership and strategic oversight for the project, ensuring alignment with client objectives, budget, schedule, and quality expectations while supporting key stakeholder coordination and project decision-making.

City of Knoxville, New Public Safety Complex | Knoxville, TN | Role: Principal-in-Charge
Volkert was selected to provide **owner's representative services** to facilitate the planning, design, bidding and construction of a new Public Safety Complex for the City of Knoxville Police Dept., Fire Dept., Municipal Court, Pension Board, and E-911 Back-up Call Center. Volkert assisted the City with procuring the A/E firm, hazardous material testing engineer, geotechnical engineer, construction material testing firm, general contractor, furniture and all owner-provided equipment. Volkert supervised the due diligence period required for acquiring new property for the project site and supervised the design team to ensure the needs of the City were met. The firm provided full-time on-site representation during construction and was the general contractor's direct point of contact. Volkert coordinated all aspects of the project between all parties involved. As **Principal-in-Charge**, Mr. Screen provided executive oversight and guidance for the Public Safety Complex project, ensuring successful coordination among multiple City departments, consultants, and contractors while maintaining alignment with project goals, budget, schedule, and stakeholder requirements throughout planning, design, and construction.

James (Jimmy) P. Screen, III, M.B.A.

Senior Vice President | Principal-in-Charge

City of Tuscaloosa, Benjamin Barnes YMCA | Tuscaloosa, AL | Role: Principal-in-Charge

The Benjamin Barnes YMCA is a new family- and youth-focused community facility planned for the 3100 block of Martin Luther King Jr. Boulevard in Tuscaloosa, Alabama. Developed through the community-driven Project Unity initiative, the facility will provide classrooms for youth programs and flexible spaces for community activities, supporting youth development, healthy living, and social responsibility. As **owner's representative and program manager**, Volkert serves as the City's advocate throughout planning, design, construction, and closeout, coordinating project stakeholders, managing costs and risks, and ensuring the project delivers maximum value to the community. As **Principal-in-Charge**, Mr. Screen provided executive leadership and strategic oversight for the project, serving as the primary liaison with City leadership and key stakeholders. He was responsible for ensuring alignment with project objectives, budget, schedule, and community expectations while guiding major project decisions, supporting risk management efforts, and overseeing the successful delivery of the facility.

Louisiana State Crime Lab for Dept. of Public Safety and Corrections | Baton Rouge, LA | Role: Principal-in-Charge

The Louisiana Office of Facility Planning and Control (FPC) selected Volkert to provide **project management** services in support of FPC's delivery of a new Louisiana State Police Crime Laboratory facility. The project includes extensive site development, secure access and evidence-handling infrastructure, parking, service areas, security systems, landscaping, and a new helipad. Delivered using the Construction Manager at Risk (CMaR) method, the project also includes procurement and installation of specialized laboratory equipment, furniture, audio-visual systems, and information technology hardware to support mission-critical public safety operations. As **Principal-in-Charge**, Mr. Screen provided executive oversight and strategic leadership for the project, ensuring coordination among FPC, Louisiana State Police, consultants, contractors, and stakeholders. Responsible for maintaining alignment with project objectives, budget, schedule, security requirements, and quality standards while supporting key decision-making and successful project delivery.

City of St. Mary's CIP | St. Mary's, GA | Role: Principal-in-Charge

Selected through a competitive procurement process, Volkert provides **program management** services to support the City's expanding capital improvement program. Working under the direction of the City Manager and Public Works Director, Volkert oversees the planning and delivery of a diverse portfolio of projects, including vertical facilities, drainage, water infrastructure, and recreational improvements, funded through local, state, federal, and grant sources. As **Principal-in-Charge**, Mr. Screen provides executive leadership and oversight for the City's capital program, ensuring effective coordination with City leadership, alignment with funding requirements, and successful delivery of projects. Responsible for strategic guidance, quality assurance, resource management, and maintaining adherence to program objectives, budgets, schedules, and stakeholder expectations.

City of Mobile Program Management Services | Mobile, AL | Role: Principal-in-Charge

The City of Mobile selected Volkert to serve as **program manager** for the replacement and redevelopment of the aging Mobile Civic Center. The $338 million program includes the design and construction of a new 400,000-square-foot, 10,000-seat arena and a five-level parking deck. Volkert provides comprehensive program management services, supporting project planning, consultant and contractor procurement, and overall program execution to ensure successful delivery of this transformative downtown redevelopment project. As **Principal-in-Charge**, Mr. Screen provides executive leadership and strategic oversight for the redevelopment program, ensuring alignment with the City's vision, budget, schedule, and stakeholder expectations. Responsible for high-level client coordination, quality assurance, risk management, and supporting the successful delivery of this complex, multi-phase public facility project.



Jonathan D. Grammer, PE, CCM, LEED GA

Project Executive

SUMMARY OF QUALIFICATIONS:

Jonathan Grammer joined Volkert in 2009 and serves as a Construction Project Executive for Volkert's Program Management Division. He supervises the programming, design, and construction phases of Volkert projects. He serves as the owner's representative and works with the facility owner, architects, engineers, and prime contractors to provide successful capital improvement programs. Mr. Grammer brings 25 years of experience in planning, design, and construction program management for building programs. He is involved in projects from the initial capital improvement plan development, supervising facility assessments and scope recommendations, and throughout the design, construction, and closeout of all projects in the CIP.

TIME COMMITTED TO THIS PROJECT: 15 %

PROJECT EXPERIENCE:

Madison County Courthouse | Huntsville, AL | Role: Project Executive
Volkert is providing **program management and owner's representative services** for Madison County's new 240,000-SF courthouse, overseeing project planning, procurement, site selection, budget and schedule management, and full-time construction oversight to ensure successful delivery of this large-scale public facility. As **Project Executive**, Mr. Grammer provided senior-level leadership and client oversight for the Madison County Courthouse project, guiding planning, procurement, budget and schedule management, and construction coordination to support successful delivery of the new 240,000-SF public facility.

City of Knoxville, New Public Safety Complex | Knoxville, TN | Role: Project Executive
Volkert was selected to provide **owner's representative services** to facilitate the planning, design, bidding and construction of a new Public Safety Complex for the City of Knoxville Police Dept., Fire Dept., Municipal Court, Pension Board, and E-911 Back-up Call Center. Volkert assisted the City with procuring the A/E firm, hazardous material testing engineer, geotechnical engineer, construction material testing firm, general contractor, furniture and all owner-provided equipment. Volkert supervised the due diligence period required for acquiring new property for the project site and supervised the design team to ensure the needs of the City were met. The firm provided full-time on-site representation during construction and was the general contractor's direct point of contact. Volkert coordinated all aspects of the project between all parties involved. As **Project Executive**, Mr. Grammer provided executive oversight and strategic guidance for the Public Safety Complex program, ensuring alignment with the City's operational needs, budget, schedule, and project objectives. He oversaw planning, procurement, site acquisition, design management, and construction execution while supporting coordination among City departments, consultants, contractors, and stakeholders to facilitate successful project delivery.

City of Tuscaloosa, Benjamin Barnes YMCA | Tuscaloosa, AL | Role: Project Executive
The Benjamin Barnes YMCA is a new family- and youth-focused community facility developed through the community-driven Project Unity initiative. As **owner's representative and program manager**, Volkert serves as the City's advocate throughout planning, design, construction, and closeout, coordinating project stakeholders, managing costs and risks, and ensuring the project delivers maximum value to the community. As **Project Executive**, Mr. Grammer provided executive oversight and strategic guidance, ensuring alignment with the City's operational needs, budget, schedule, and project objectives. Oversaw key decisions related to planning, procurement, site acquisition, design management, and construction execution while supporting coordination among City departments, consultants, contractors, and stakeholders to facilitate successful project delivery.

YEARS OF EXPERIENCE:

27 (17 with Volkert)

EDUCATION:

M.B.A., General Business, Samford University, 2007

B.S., Civil Engineering, University of Alabama, 2004

CERTIFICATIONS/ REGISTRATIONS:

Professional Engineer: AL, #32749

CMAA Certified Construction Manager (CCM): #A1884, (2011)

LEED Green Associate: AL, #10598479, (2010)

Journeyman Plumber: #730, (2005)

General Contractor: AL, #45644, (2010)

Jonathan D. Grammer, PE, CCM, LEED GA

Project Executive

City of Tuscaloosa, Saban Center | Tuscaloosa, AL | Role: Project Executive

The City of Tuscaloosa partnered with the Nick and Terry Saban Family, the Nick's Kids Foundation, the Children's Hands-On Museum, and the Tuscaloosa Children's Theatre to create the Saban Center. The Saban Center is an innovative community partnership that brings STEM programs together with theater, literature, outdoor recreation, and interactive learning for children and families in Tuscaloosa to provide a state-of-the-art, interactive center educating the next generation and preparing them to succeed beyond measure. Volkert was selected to provide **owner's representative/program management services** for the City of Tuscaloosa's Saban Center Program. As owner's representative/program Manager, Volkert is responsible for providing high-quality owner's representation services to align with the City's Elevate Tuscaloosa Initiative, which will bring STEAM programs together with theater, literature, outdoor recreation, and interactive learning for children and families in Tuscaloosa. Volkert is advising the City on all design- and construction-related aspects of the Saban Center project and is acting as the City's project representative to all design and construction professionals engaged in the project. On the City's behalf, Volkert oversees the entire project from pre-design, design, construction, commissioning, move-in and startup to close-out. This will include acting as an independent advocate and advisor to the City to coordinate all project team activities, manage project costs, identify and mitigate risks, accelerate project delivery, and optimize value for the City. **As Project Executive**, Mr. Grammer provided executive leadership and strategic oversight for the Saban Center program, serving as a trusted advisor to the City of Tuscaloosa throughout planning, design, construction, commissioning, and startup. Guided project governance, stakeholder coordination, budget and schedule performance, risk management, and quality assurance to support successful delivery of this transformative educational and community facility aligned with the City's Elevate Tuscaloosa Initiative.

Lauderdale County, Agriculture Events Center | Lauderdale County, AL | Role: Senior Construction Manager

The firm provides pre-construction and construction management services for constructing a $70M new agricultural event center, expo hall, and livestock facility. Pre-construction services included working with the design team during the design phase to include constructability reviews and cost estimating not to exceed 10% of the Authority's budget at each design phase: predesign, schematic design, design development, and 50% construction documents, project phasing, assist in prequalification, bidding and other related services. During construction, Jonathan leads on-site management, personnel, and coordination in a sufficient manner to ensure that all work is carried out correctly and in a timely manner. These services include quality control for all aspects of work; managing daily documentation; developing monthly progress reports; conducting owner, architect, and contractor meetings; conducting safety inspections, managing RFI submittals; progress billings; budget control; change order management; final billings; and closeout and warranty. As **Senior Construction Manager**, Mr. Grammer was responsible for leading pre-construction and construction management services for this large-span, multi-use facility being constructed utilizing a pre-engineered metal building system

Pike Road Comprehensive Plan | Pike Road, AL | Role: Project Manager

Volkert assisted the owner in publicly disseminating information related to the comprehensive plan and receiving community input through a series of community meetings. The firm performed the required traffic engineering services necessary to complete the initial phase of the town-wide traffic study that was part of the eventual, updated Comprehensive Plan. As **Project Manager**, Mr. Grammer was responsible for assisting the Town of Pike Road with its implementation of the Town's "2012 and Beyond Comprehensive Plan." He was tasked with the general coordination of the various Town in-house staffing efforts, previously engaged consultant efforts, any future retained consultant efforts and any owner appointed committee efforts for the various components comprising the comprehensive plan.



James M. Snow

Project Manager

YEARS OF EXPERIENCE:
35 (<1 with Volkert)

EDUCATION:
B.S., Engineering Systems, United States Military Academy, 1989

CERTIFICATIONS/ REGISTRATIONS
OSHA - 10-Hour/30-Hour

Project Manager Professional (PMP) 2008-2018 - No. 505340

Certified Cost Professional (CCP) 2006-2025, AACE: No. 2442

SUMMARY OF QUALIFICATIONS

Mr. Snow brings more than 35 years of leadership experience across the private sector, municipal government, and the military, with a strong record of directing large-scale capital improvement programs and delivering complex infrastructure projects from concept through closeout. He has led multidisciplinary teams, aligned governance and stakeholder coordination to support execution, and driven accountability, performance improvement, and risk management across major portfolios. During the past 15 years as a City of Austin executive, he has served as the City's owner representative and project executive, working closely with City Council, community members, and internal stakeholders to deliver municipal facilities and infrastructure that address functional needs, meet community priorities, remain within budget, and resolve complex project challenges.

TIME COMMITTED TO THIS PROJECT: 100 %

PROGRAM EXPERIENCE

City of Austin, Capital Delivery Services Department | Austin, TX
Role: Department Director | City Executive in Charge (2023-2025)
Mr. Snow led a department of more than 315 project managers, engineers, and administrative professionals responsible for planning, design, and construction management of an $11 billion capital improvement program, including three mega-projects and more than 400 vertical and horizontal infrastructure projects. Key accomplishments include creating a city department focused on capital program delivery, implementing a $482 million Transportation Corridor Acceleration Program, integrating City and contractor teams for a $4 billion airport expansion, establishing governance for a $1.6 billion convention center program, and launching the 2026 bond infrastructure initiative. The **relevance** to the City of Rollingwood is: experience collaborating with councils, commissions, infrastructure departments, Central Texas government entities, contractors, designers, and citizens to develop/implement complex projects that address community needs.

City of Austin, Public Works Department | Austin, TX
Role: Deputy Director/Assistant Director | Dept. Executive in Charge (2009-2023)
Mr. Snow served as department executive overseeing more than 800 full-time and seasonal employees responsible for public right-of-way services, capital delivery, and community programs supporting Safe Routes to School. Directed day-to-day operations, strategic planning, and administrative controls while sponsoring a five-year, $250 million right-of-way infrastructure program and leading development and implementation of major bond-funded capital improvements, including $720 million in the 2016 Bond, $143 million in the 2012 Bond, and $90 million in the 2010 Bond, as well as the Accelerate Austin Program and cost control support for a $500 million water treatment plant project. The **relevance** to the City of Rollingwood is: Experience developing and delivering complex projects to address the community's needs while minimizing the impact on city, counties, and community members' current infrastructure.

James M. Snow

Project Manager

Old Quarry Branch Library Renovation | Austin, TX | Role: Project Executive

Mr. Snow Led the $2.79 million renovation of the 1974 Old Quarry Branch Library, delivering a modernized, accessible, and community-focused facility. Managed improvements including interior finishes, shelving, furnishings, youth and teen areas, collaboration rooms, ADA-compliant restrooms, LED lighting, HVAC upgrades, EV charging stations, outdoor reading space, and asbestos abatement. Partnered with City Council, community members, and library staff to align project priorities and support long-term neighborhood needs. The **relevance** to the City of Rollingwood is: Experience renovating and updating an older municipal facility to meet staff and community needs.

City of Austin Fire and EMS Station Renovation Program | Austin, TX | Role: Project Executive

Mr. Snow led the renovation and modernization of five aging public safety facilities originally constructed in the 1970s and 1980s, delivering strategic upgrades to structural, mechanical, electrical, and plumbing systems; advancing ADA accessibility and code compliance; reconfiguring operational and apparatus bay spaces; modernizing crew living quarters and restroom facilities; strengthening building resilience through emergency power, HVAC enhancements, and upgraded alerting systems; and collaborating with City Council, community stakeholders, and public safety professionals to align project outcomes with operational needs and community priorities.The **relevance** to the City of Rollingwood: experience renovating aging municipal facilities to meet staff and community needs and guiding both departments through the discussion on renovation versus new construction decisions.

City of Austin Convention Center | Austin, TX | Role: Project Executive

Served as Project Executive for this $1.6B project involves demolishing the existing structure and building a new, larger, and more sustainable facility downtown, which features a modern design and new underground exhibit halls. As Owner's Representative created, hired, and led a specialized project team that oversaw the entire project design, planning, construction, and close-out. Led a multi-department infrastructure coordinating effort that minimized impacts and possible relocation of surrounding city infrastructure such water and wastewater inline, large unground drainage tunnel, electrical power stations, and urban rail in middle of downtown Austin. The **relevance** to the City of Rollingwood is: experience in coordinating and collaborating highly complex multi-infrastructure projects in Central Texas.



Shane Bagwell, CCM, LEED GA

Construction Management

SUMMARY OF QUALIFICATIONS:

Shane Bagwell has 25 years of experience as a Project Manager/ Construction Manager in Volkert's Program Management/Construction Management Division and management of over $363M in construction projects. He has participated in all aspects of program management/ construction management, including programming, scheduling, establishment of budgets, design management, community presentations, constructability reviews, pre-bid conferences, value engineering, receipt and award of bids, contract execution, management of Owner temporary relocation, pre-construction conferences, daily on-site observation reports, contractor coordination, presiding over bi-weekly progress meetings, contract administration, above ceiling inspections, life/safety inspections, substantial completion inspections, assisting in final punch list preparation and punch list work verification, project close-out, procurement/installation of Owner furnished FFE, management of Owner move-in, management of warranty periods, year-end inspections and assisting in year-end inspection punch list preparation and punch list work verification.

YEARS OF EXPERIENCE:

28 (28 with Volkert)

EDUCATION:

B.S., Environmental Science, Auburn University, 1997

PROFESSIONAL REGISTRATIONS:

Certified Construction Manager, #2429 (2013) Construction Manager Certification Institute (CMCI)

Certified LEED Green Associate, #10627904 by the Green Building Certification Institute

CERTIFICATIONS/ TRAINING:

FEMA:
IS-00100.b ICS-100 (2011)

IS-00101.a Deployment Basics (2011)

IS-00230.a.Fundamentals of Emergency Management (2011)

IS-00630 Introduction to the Public Assistance Process (2011)

IS-00700.a (NIMS), An Introduction (2011)

TIME COMMITTED TO THIS PROJECT: 20 %

PROJECT EXPERIENCE:

Madison County Courthouse | Huntsville, AL | Role: Project Manager

Volkert is providing **program management and owner's representative services** for Madison County's new 240,000-SF courthouse, overseeing project planning, procurement, site selection, budget and schedule management, and full-time construction oversight to ensure successful delivery of this large-scale public facility. As **Project Manager,** Mr. Bagwell managed day-to-day program delivery, coordinating project planning, consultant and contractor activities, procurement efforts, schedule and budget tracking, and stakeholder communications. Ensured alignment across project teams while supporting the successful execution of the $338 million arena and parking deck program from development through construction.

Lauderdale County, Agriculture Events Center | Lauderdale County, AL
Role: Senior Construction Manager

Volkert provided pre-construction and construction management services for constructing an $85M new agricultural event center, expo hall, and livestock facility. Pre-construction services included working with the design team during the design phase to include constructability reviews and cost estimating not to exceed 10% of the Authority's budget at each design phase: predesign, schematic design, design development, and 50% construction documents, project phasing, assist in prequalification, bidding, and other related services. As **Senior Construction Manager**, Mr. Bagwell Led pre-construction and construction management efforts for the $85 million agricultural event center, expo hall, and livestock facility. Responsibilities included coordinating with the design team on constructability reviews, cost estimating, project phasing, procurement support, and budget control throughout all design phases to help ensure the project remained within the Authority's budget and was positioned for successful construction execution.



Chad Lynch

Pre-Construction Services

SUMMARY OF QUALIFICATIONS:

Chad Lynch is a seasoned program management leader with extensive experience in marketing, operations, and disaster recovery. As a Vice President and Senior Project Manager, he oversees regional initiatives with a strong focus on stakeholder engagement and operational effectiveness. A lifelong resident of Louisiana, he offers deep local insight and a comprehensive understanding of community needs and expectations. Mr. Lynch brings over two decades of public service experience, including 22 years with the Ascension Parish School Board, from which he retired in 2024. He is also a retired Command Sergeant Major with 21 years of service in the Louisiana Army National Guard, including combat experience.

His background includes significant involvement in long-term disaster recovery and community restoration efforts, both domestically and internationally. Mr. Lynch has supported post-conflict reconstruction in Iraq, contributed to emergency response and recovery following Hurricane Katrina, and played a key role in disaster recovery for public school systems after major flood and storm events. His experience includes collaboration with FEMA, CDBG programs, military and law enforcement agencies, and local, state, and federal officials. Drawing on his professional and personal experiences, he is adept at developing resilient, long-term recovery strategies for communities.

YEARS OF EXPERIENCE:

30 (2 with Volkert)

EDUCATION:

M.B.A., General Business, Louisiana State University, 2023

B.A., Bachelor of Architecture, Louisiana State University, 1994

U.S. Army Sergeants Major Academy Graduate, 2007

CERTIFICATIONS/ TRAINING:

NCARB No. 67570 - Currently Eligible for Architectural Registration Exams

Ascension Parish School Board, 2002-2004 (retired)

Louisiana Army National Guard, 1988 - 2009 (Retired)

Donaldsonville Chamber Board Member, 2022 (Present)

Ascension Parish Industrial Dev. Board Member, 2022 (Present)

Louisiana School Facility Managers Association Lifetime Member, 2011 (Present) (President 2017)

TIME COMMITTED TO THIS PROJECT: 10 %

PROJECT EXPERIENCE:

Louisiana State Crime Lab for Dept. of Public Safety and Corrections | Baton Rouge, LA
Role: Project Executive

The Louisiana Office of Facility Planning and Control (FPC) selected Volkert to provide **project management** services in support of FPC's delivery of a new Louisiana State Police Crime Laboratory facility. The project includes extensive site development, secure access and evidence-handling infrastructure, parking, service areas, security systems, landscaping, and a new helipad. Delivered using the **Construction Manager at Risk (CMaR) method**, the project also includes procurement and installation of specialized laboratory equipment, furniture, audio-visual systems, and information technology hardware to support mission-critical public safety operations. As **Project Executive**, Mr. Lynch is responsible for project oversight and implementing and maintaining quality control measures.

Northwest Louisiana State Office Building | Shreveport, LA | Role: Project Executive

Volkert was selected as program manager to support the State of Louisiana Office of Facility Planning and Control (FPC) staff with **renovations and additions** to the Northwest Louisiana Office Building at 500 Fannin Street in Shreveport, LA. Phase 1 of this $85M project is complete and included selective demolition of the nine-story, 152,205-SF mid-rise office tower down to its foundations and primary structural elements, complete demolition of the structured parking, site paving, and other elements, and removal of all hazardous materials. Phase 2 is upcoming and will involve managing renovations and additions to the existing office tower and construction of a new structured car park to serve the building. Construction began in summer 2025 with Broadmoor serving as the CMAR contractor. As **Project Executive**, Mr. Lynch is responsible for project oversight and implementing and maintaining quality control measures



William (Buddy) Squires

Field Operations

YEARS OF EXPERIENCE:
48 (11 with Volkert)

EDUCATION:
Mary G. Montgomery High School Graduate, Semmes, AL

CERTIFICATIONS/ TRAINING:
OSHA 40-Hour

SUMMARY OF QUALIFICATIONS:

Buddy Squires joined Volkert in 2015 as a Construction Manager/General Superintended and was named Sr. Director of Field Operations for Volkert's program management practice group in 2025. Serving as Owner's representative, Mr. Squires works with facility Owners, architects, engineers, and prime contractors to provide successful delivery of new construction and renovation projects. He has 48 years of experience managing a variety of construction projects, including commercial, educational, correctional, municipal, state, and federal buildings, in strict accordance with contract specifications, budgets, and schedules. He brings expert knowledge of construction techniques and problem-solving abilities. Mr. Squires coordinates with on-site supervision and subcontractors and administers regular on-site progress meetings with team personnel, contractors, and the Owner's staff representatives. He also reviews contractor/vendor requests and prepares/negotiates change orders with the Owner and the contractor.

TIME COMMITTED TO THIS PROJECT: 10 %

PROJECT EXPERIENCE:

Gulf State Park Enhancement Program | Gulf Shores, AL | Role: Construction Manager

Volkert provided **construction management and on-site owner's representation** services for the $135M Gulf State Park Program in Gulf Shores. The program was funded through NRDA due to the Deepwater Horizon Oil Spill. The program's projects included re-building a five-story, 350-room hotel and conference center on the Gulf of Mexico and providing significant additional improvements to the Park's 6,100-acre facility. These projects were constructed on the beach and required environmentally sensitive approaches to minimize further impacts on the surrounding ecology. The projects set an international benchmark for delivering highly sustainable and ecologically sensitive facilities that complement the built and natural environments. As **Construction Manager**, Mr. Squires Provided on-site construction management and Owner's representation services for the $135 million Gulf State Park Program, overseeing construction activities, contractor coordination, schedule and budget monitoring, quality assurance, and environmental compliance. Managed the delivery of a new five-story, 350-room hotel and conference center, along with major park improvements, ensuring successful execution of this highly sustainable and ecologically sensitive program within a complex coastal environment.

New County Courthouse and Existing Courthouse Renovations | Cherokee County, AL
Role: Construction Manager

The $12M project consisted of an approximately 30,000-SF courthouse building, including courtroom and county administration spaces. The renovations to the existing historic +/- 18,000-SF courthouse occurred after the new courthouse was complete and occupied. Volkert's services included the development of the master schedule, program budget, bookkeeping, and cost estimating, as well as selecting, purchasing, and installing new furnishings. As **Construction Manager**, Mr. Squires led the facility assessment of the existing courthouse and professional program management services to facilitate the planning, design, bidding and construction of the new Cherokee County Courthouse and the renovation of the existing Courthouse for Cherokee County.



Trevor Reed, PE

Civil Infrastructure Services

YEARS OF EXPERIENCE:
18 (10 with Volkert)

EDUCATION:
B.S. Civil Engineering, Texas Tech University

CERTIFICATIONS/ TRAINING:
FHWA-NHI-134005V
Value Engineering

TxDOT CERTIFICATIONS:
1.5.1 Feasibility Studies
3.2.1 Route Studies & Schematic Design
4.2.1 Roadway Design
8.1.1 Signing, Pavement Marking, And Channelization
10.1.1 Hydrologic Studies
10.2.1 Roadway Hydraulic Design
11.1.1 Roadway Construction Management And Inspection
18.5.1 Utility Construction Management and Verification
23.3.1 Operations and Maintenance Support
23.6.1 Document Control Using Electronic Content Mgmt Syst (ECMS)
23.8.1 Claims Analysis & Mgmt.
24.4.1 Operations and Maintenance (O&M) Assessment
24.5.1 Operations and Maintenance Program Support

SUMMARY OF QUALIFICATIONS:

Trevor Reed serves as Vice President of Design for Volkert in Texas and has over 14 years of industry experience. He has served in roles including construction engineering, transportation design, project management, and program management. His experience ranges from minor rural improvements to large complex transportation projects along urban freeway and interstate corridors. Mr. Reed is active in developing best practices and implementing useful technologies involving design, construction management, and field engineering services. He works diligently with the client and contractors to ensure the design, construction, and delivery of high-quality projects. Ultimately, Mr. Reed works on building the team that is needed to meet the challenges of the infrastructure landscape. He is focused on growing and developing the leaders and technical experts that will create the future.

TIME COMMITTED TO THIS PROJECT: 10 %

PROJECT EXPERIENCE:

Town Center Development | Early, TX | Role: Project Manager and Engineer of Record

Led the development of the City of Early's vision to create a new Town Center. The City of Early had been without a proper downtown destination and acquired approximately 80 acres of land along Pecan Bayou within their ETJ. As **Project Manager and Engineer of Record**, Mr. Reed helped develop a phase development of the site, including creating the new Bueno Vista and Kelcy Way Blvd, Heartland Rd expansion and footprint planning, and expansion of the Town Center Lake into a key feature. He and the Volkert team worked with Texas Parks and Wildlife Department in executing the grant program and performed engineering that created a fish friendly habitat while also providing storm retention runoff and recreational boardwalk facilities. In addition, Mr. Reed and the team are assisting with new phases of the project, including a new north-south connection route from Kelcy Way Blvd and a connected pathway to outdoor classrooms along the Bayou in support of a grant from Lower Colorado River Authority.

Sidewalk Improvement Program | City of Early, TX | Role: Project Manager

This project, which was part of City of Early's Alternative Pathways to Employment, Education, and Recreation Program and provides safe alternative pathways between Early ISD facilities and the adjacent neighborhoods. The scope included pavement surfacing improvements (e.g., soil condition evaluation, bike lane pavement markings) of 5,632 ft of sidewalk and 3,780 ft of bike lanes. The team designed around critical utility conflicts so that subsurface utilities were not impacted. The facilities were planned and scheduled for construction during the ISD's summer vacation, and they were completed as promised before the new school year in the fall. As **Project Manager**, Mr. Reed led the team over multiple design hurdles by coordinating plans with the Early ISD, Early Rural Transit, adjacent property owners, and local utility providers.



Lyn Kenley

Facility Assessment and Commission Services

YEARS OF EXPERIENCE:
39 (9 with Volkert)

EDUCATION:
Architecture, Louisiana Tech University, Three years coursework, 1983

Computer-aided Design, Northeast Louisiana Technical College, Two years coursework,

CERTIFICATIONS/ TRAINING:
Continuing Education – Numerouscoursework in subjects including Building Materials, Construction Methods, Building Codes, School Design, CADD, Computer Skills

SUMMARY OF QUALIFICATIONS:

Chad Lynch is a seasoned program management leader with extensive experience in marketing, operations, and disaster recovery. As a Vice President and Senior Project Manager, he oversees regional initiatives with a strong focus on stakeholder engagement and operational effectiveness. A lifelong resident of Louisiana, he offers deep local insight and a comprehensive understanding of community needs and expectations. Mr. Lynch brings over two decades of public service experience, including 22 years with the Ascension Parish School Board, from which he retired in 2024. He is also a retired Command Sergeant Major with 21 years of service in the Louisiana Army National Guard, including combat experience.

His background includes significant involvement in long-term disaster recovery and community restoration efforts, both domestically and internationally. Mr. Lynch has supported post-conflict reconstruction in Iraq, contributed to emergency response and recovery following Hurricane Katrina, and played a key role in disaster recovery for public school systems after major flood and storm events. His experience includes collaboration with FEMA, CDBG programs, military and law enforcement agencies, and local, state, and federal officials. Drawing on his professional and personal experiences, he is adept at developing resilient, long-term recovery strategies for communities.

TIME COMMITTED TO THIS PROJECT: 20 %

PROJECT EXPERIENCE:

Louisiana State Crime Lab for Dept. of Public Safety and Corrections | Baton Rouge, LA
Role: Project Executive

The Louisiana Office of Facility Planning and Control (FPC) selected Volkert to provide **project management** services in support of FPC's delivery of a new Louisiana State Police Crime Laboratory facility. The project includes extensive site development, secure access and evidence-handling infrastructure, parking, service areas, security systems, landscaping, and a new helipad. Delivered using the **Construction Manager at Risk (CMaR) method**, the project also includes procurement and installation of specialized laboratory equipment, furniture, audio-visual systems, and information technology hardware to support mission-critical public safety operations. As **Project Manager**, Mr. Kenley managed day-to-day delivery of the Louisiana State Police Crime Laboratory project, coordinating with FPC, design consultants, contractors, and stakeholders to support planning, procurement, design, and construction activities. Responsibilities included schedule and budget tracking, risk management, stakeholder coordination, and oversight of site development, security infrastructure, specialized equipment installation, and CMaR project execution to ensure successful delivery of this mission-critical public safety facility.

3B. STAFFING AND ABILITY TO MEET DEADLINES

Volkert has a history of providing program management/owner's representative services for various municipalities and project types. Our proven track record in delivering services for numerous programs, including many with comparable requirements to those found in the Rollingwood project RFQ, is a testament to our robust methodologies and innovative approaches. Our extensive experience in similar projects has honed our ability to meet overall organizational planning, management, and consensus building goals.

The example projects outlined in the Expertise in Owner's Representative Service demonstrated our team's considerable experience working with various local governments. Volkert has successfully managed over $6B in public and private projects nationwide, including working with Federal Lands, school boards and districts, states, cities, and municipalities.

Most of our projects involve managing multiple entities with municipal and state governments, private developers, Parks Departments, the General Services Administration, Conservation, and the U.S. Army Corps of Engineers. We understand the project management and owner's representative roles and what it takes to deliver a project by managing the designer, builder, state and local government agencies, and other entities involved.
Volkert serves as a client's single point of contact in implementing and managing their projects/programs. We work as an extension of the client's staff, assisting with budget development, selection of design consultants, contract negotiations, coordination of subconsultants, cost estimating and analysis, and development of construction schedules.

Our project managers, executives, and field staff bring hands-on experience in:

- **DEVELOPING** master schedules and cost models
- **COORDINATING** design and engineering deliverables
- **MANAGING** bid processes and contractor procurement
- **PROVIDING** daily oversight and reporting during construction
- **ACTING** as a liaison between clients, consultants, and contractors
- **FACILITATING** substantial completion, final inspections, and warranty phases

Our success on these projects mirrors the objectives outlined by the City of Rollingwood. We understand the importance of navigating evolving project scopes, maintaining clear lines of communication, and acting on behalf of our clients. Volkert consistently delivers professional representation and technical leadership that enables public owners to achieve their capital development goals—efficiently, transparently, and successfully.

VOLKERT IS QUALIFIED

PUBLIC OWNERS RELY ON VOLKERT'S ABILITY TO MANAGE EVOLVING SCOPES, COORDINATE DIVERSE STAKEHOLDERS, AND PROTECT PROJECT INTERESTS. OUR APPROACH ENSURES CAPITAL PROJECTS ARE DELIVERED EFFICIENTLY, RESPONSIBLY, AND WITH LASTING VALUE TO THE COMMUNITY.

Ability to Meet Schedules

The Volkert Team will maintain the project's schedule by implementing techniques to plan and monitor project schedules. Our approach to assuring timely completion of the projects is to start at the program level with a well-developed Master Schedule. With this schedule, we will thoroughly integrate each project schedule from the project details.

Our scheduling techniques include the following:

- **Developing** a list of Critical Dates and contractually binding the Design Team to these dates
- **Providing** a thorough Acquisition Strategy for each project as early as possible, including start activities
- **Inclusion** of all procurement and long lead item activities
- **Limiting** activity durations to 14 calendar days maximum to allow for early identification of delays

The essence of our approach to scheduling consists of the following activities:

- **Identifying** schedule objectives and establishing priorities
- **Identifying** and analyzing schedule constraints
- **Developing** a plan of action
- **Establishing** time frames for action
- **Identifying** and coordinating activities and interfaces of all parties
- **Monitoring** and reporting progress
- **Anticipating** issues before they occur
- **Expediting, accelerating, reviewing, and recovering** lost time as necessary



3C. KNOWLEDGE OF LOCAL, STATE, AND FEDERAL REGULATIONS

Volkert's experience includes billions of dollars in municipal, institutional, educational, and community-focused improvements that met all local, state and federal regulations regarding construction, development, building codes, environmental quality, and drainage.

This experience includes 15 years of owner's representative and civil engineering experience in providing municipal facilities and infrastructure in the state of Texas, state and local building codes, specialty requirements for public safety buildings, and the environmentally sensitive area of Travis County.

The City of Rollingwood and its departments currently operate from a shared-use building constructed in 1974, when the city had fewer than 800 residents. Since then, the population has grown to roughly 1,500 residents, increasing demand for municipal services and staff support. Although City Hall has been renovated and expanded several times, space constraints have become a significant challenge. The building is also nearing the end of its useful life as an efficient home for city departments, making it necessary to evaluate whether continued investment in the aging facility remains the best long-term option.

UNDERSTANDING that while Rollingwood's population has doubled over the past 50 years, recent growth has been limited and is expected to remain modest. As a result, only minimal staff growth across city departments is anticipated.

KNOWLEDGE of the 2019 facility assessment completed by Brinkley, Sargent, Wiginton Architects, which evaluated future staffing and space needs for a combined city management and police facility. The study also examined how the existing City Hall could continue to be used and compared the advantages and disadvantages of expanding the current building versus constructing a new facility.

AWARENESS that minimizing the building footprint and new site work is critical. The site lies within the Edwards Aquifer recharge zone, where additional impervious cover triggers water-quality treatment requirements. Because these regulations were not in place when the original building was constructed, the existing site conditions benefit from grandfathered allowances. However, any expansion that adds impervious cover will require treatment. For property zoned GI (Governmental and Institutional District), maximum impervious cover is limited to 50 percent, or about 21,800 square feet. The site currently contains approximately 14,800 square feet of impervious cover, leaving roughly 7,000 square feet available for new development.

INSIGHT into the community benefit of partnering with ESD 9 to incorporate a single-vehicle facility and modest fire component within City Hall. This approach could improve emergency response times and create an opportunity to lower home insurance costs for Rollingwood residents.

FAMILIARITY with the recent City Hall remodel completed by Westlake Hills, and with lessons learned and opportunities that may inform Rollingwood's renovation or new facility design.

EXPERIENCE working with public safety stakeholders, including fire, police, and emergency services, to develop integrated facility solutions that address each department's operational needs within a shared public safety environment.

D. SUBCONSULTANTS

Volkert does not propose the use of subcontractors for the performance of services under this contract. All services described in this proposal will be performed by employees of Volkert.

4. APPROACH TO SCOPE OF SERVICES

4. APPROACH TO SCOPE OF SERVICES

4A. SERVICES APPROACH AND METHODOLOGY

Volkert is uniquely positioned to deliver the comprehensive project management services outlined in the RFQ. With a multidisciplinary team, robust project delivery systems, and a deep understanding of public-sector capital programs, we are equipped to support the City through every phase of project execution—from initial planning to closeout and facility readiness. Volkert employs a four phase delivery framework aligned with industry best practices and the City of Rollingwood's Scope of Work.

1. PROJECT INITIATION AND PROGRAM DEVELOPMENT | INCEPTION AND FEASIBILITY PHASE



Collaborate with City stakeholders and relevant funding agencies to confirm project scope, goals, and constraints.
Conduct environmental and feasibility assessments.
Develop and manage the overall project implementation plan, including schedule and budget frameworks aligned with federal funding obligations.
Assist in drafting and administering RFQs/RFPs for architects, engineers, and other professional consultants in accordance with applicable procurement laws and practices.

2. DESIGN COORDINATION AND PRECONSTRUCTION SERVICES | PRE-CONSTRUCTION PHASE



Facilitate and document design coordination meetings and stakeholder reviews throughout design phases.
Perform comprehensive constructability and design document reviews.
Lead value engineering initiatives and monitor scope adherence across milestones.
Prepare detailed cost estimates at design checkpoints.
Validate contractor cost proposals and GMP inclusions.
Coordinate early procurement strategies for critical-path materials and systems.

3. CONSTRUCTION OVERSIGHT AND COMPLIANCE MANAGEMENT | CONSTRUCTION PHASE



Provide full-time construction oversight and interface with the general contractor and design teams to monitor quality, safety, and schedule adherence.
Track and validate contractor pay applications, change orders, and progress milestones.
Ensure compliance with Davis-Bacon Act, FEMA standards, and the City's reporting protocols.
Maintain daily field observations, reports, and communication logs; prepare formal Project Status Reports for County and funding stakeholders.

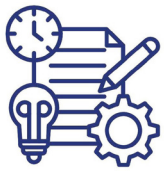
4. FINAL CLOSEOUT AND FACILITY READINESS | POST-CONSTRUCTION PHASE



Manage punch list development, final inspections, and correction tracking through to substantial and final completion.
Confirm submission of accurate as-built documents, O&M manuals, warranty logs, and training documentation.
Coordinate with County personnel for a seamless transition to occupancy and long-term facility operation.
Assemble closeout documentation and audit-ready reimbursement packages in compliance with federal grant requirements.

Volkert will provide professional leadership and direct hands-on experience with design and construction efforts. Working directly with County leaders and staff, our team will direct, control, and schedule the project's planning, design, and construction cost-effectively and efficiently within the established budget. Our approach and methodology for this type of project is outlined below.

PRE-CONSTRUCTION PHASE



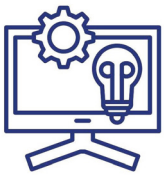
Organizing and Developing Program Requirements

- **Develop** a project-specific project management control plan.
- **Design**/develop project-specific program administration and reporting criteria and forms.
- **Provide** financial accounting services, including reviews and processing consultant/material invoices.
- **Establish and maintain** a performance metrics dashboard to accurately monitor and display progress.
- **Coordinate** programming phase services provided by the architect.
- **Coordinate** all design and construction phase services.
- **Review** design and construction documents and advise on budget/schedules.
- **Assist** in developing and implementing alternate solution efforts.
- **Assist** the A/E team in securing approvals from regulatory agencies.
- **Coordinate** all bid phase services to include pre-qualification of contractors.
- **Develop** a local participation strategy.
- **Organize** program reporting plan and public communication strategy.
- **Coordinate** User groups.

Assistance in Professional Services Contracting

- **Develop and implement** a selection process for all required professional services, including A/E, geotechnical and testing, surveying, and specialty consulting services.
- **Negotiate** service contracts and design schedule.
- **Manage** all professional service contracts throughout the duration of the project.
- **Review** professional services payment applications for accuracy prior to payment.

DESIGN PHASE



Volkert will act on behalf of the City throughout the design phase to ensure the approved program is followed and scope creep is eliminated during the design phase when many stakeholders begin to voice their wants and desires for the project. Our goal is to incorporate the needs as established during the programming phase and protect the project budget and schedule from negative impacts due to design changes. This is the most important phase of the project for protecting the budget and schedule.

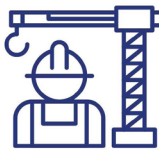
- **Assist** in developing design standards and specifications.
- **Develop** the design schedule (schematic, design development, and construction documents).
- **Coordinate** design meetings with A/E team.
- **Facilitate** owner meetings with design team.
- **Produce** alternate solutions studies to maintain budget.
- **Provide** regular updates on design status, including budget and schedule status.
- **Ensure** the final design is in budget with the base bid and alternates established in bid documents.

BIDDING PHASE



- **Develop** bidding strategies to optimize construction funds.
- **Produce** pre-qualification documents to establish approved bidders and generate bidder interest for increased participation and competition.
- **Develop** a local participation strategy.
- **Conduct** pre-bid conferences.
- **Assist** in bid tabulation, evaluation, and recommendation of award.
- **Provide** program budget analysis.
- **Produce** contract, review, and recommendation for approval.
- **Develop** project procedures manual.
- **Conduct** pre-construction conferences.

CONSTRUCTION PHASE



- **Provide** comprehensive project management services, including routine status reporting and stakeholder coordination using e-builder.
- **Establish, maintain, and update** development budgets and overall project schedules, with ongoing cost control and cash flow analysis.
- **Review, process, and track** all consultant, contractor, and material invoices, including contractor progress payments.
- **Coordinate and lead** regular owner/architect/contractor meetings, including developing agendas, meeting schedules, and documentation.
- **Provide** construction observation and continuous monitoring of construction schedule and field progress.
- **Implement** claims avoidance strategies and support dispute resolution, if needed.
- **Provide** constant construction schedule monitoring
- **Implement** claims avoidance procedures
- **Assist** in securing certification of substantial/final completion
- **Coordinate** warranty documentation and support transition to post-construction operations.
- **Initiate and manage** occupancy planning in collaboration with City staff and user groups.
- **Organize** program-level reporting and public communication plans as needed for City leadership and community engagement.

POST-CONSTRUCTION PHASE



- **Conduct** project close-out/occupancy meetings
- **Provide** final reports
- **Assist** in the completion of close-out documents
- **Provide** final program evaluation and assessment
- **Provide** final budget and cash flow analysis
- **Assist** in record document coordination
- **Establish** claims mitigation procedures
- **Assist** in the coordination and management of warranty claims

RESPONSIVENESS AND CONFLICT RESOLUTION

Volkert works through conflict resolution by being thoroughly familiar with project contract(s), regulatory requirements, and utility agreements. We do our homework to prepare and mitigate issues on behalf of our Clients. This is a hallmark of solid program management.

We actively manage the entire construction process through regular site walk-throughs and coordination meetings to ensure progress aligns with the schedule, budget, and quality standards. We hold routine updates with the design team and contractor to monitor project status, resolve issues quickly, and maintain efficient information flow. Our team will provide you with regular, accurate updates and coordinate communication across all parties to keep projects on track and ensure timely completion.

SCHEDULING FLEXIBILITY (RESOURCES AND TIMELINE)

The Volkert Team will maintain the project's schedule by implementing techniques to plan and monitor project schedules. Our approach starts at the program level with a well-developed master schedule with analysis throughout the project. This schedule will thoroughly integrate each project schedule from the project details. The essence of our approach to scheduling consists of the following activities:

- **Identifying** schedule objectives and establishing priorities
- **Identifying and analyzing** schedule constraints
- **Developing** a plan of action
- **Establishing** time frames for action
- **Establishing** a Critical Path
- **Identifying and coordinating** activities and interfaces of all parties
- **Monitoring and reporting** progress
- **Anticipating** issues before they occur
- **Expediting, accelerating, reviewing, and recovering** lost time as necessary

As the project moves through the different phases, we will continue to analyze schedule risks such as funding changes, environmental impacts, and key project constraints and make the necessary adjustments. This analysis will be presented each month as part of the project health assessment and coordination meeting and adjustments will be made to keep the project on schedule.

STRATEGIES FOR MASTER SERVICES AGREEMENT AND TASK ORDER SERVICES

Volkert staff is very familiar with various master services and task order agreements. These agreements require quick responses from the scoping meeting to the contract execution to NTP. Our team has the capacity and experience to provide any of our services within the required project schedule. We have a management plan for these quick response agreements that includes:

Meeting promptly with the City upon initial contact to discuss the work order scope.

Reviewing existing information, confirming expectations, identifying obstacles, and outlining critical items needed to complete each assignment.

Developing a written project scope, negotiating man-hours, and coordinating a project schedule for task execution.

Creating a tailored project management/work plan for each work order, which will be submitted for City review. Our team is also available to assist in developing financial plans as needed.



SCOPE MANAGEMENT

Our project managers lead programming efforts to accurately reflect the space needs of the client and project stakeholders. We carefully distinguish between needs, wants, and desires to avoid a scope exceeding the available budget. Once the scope is determined and aligned with the project budget, it's common for project stakeholders to ask for additional scope or scope that was previously removed to be added back to the design. We identify items that can be swapped out and let the stakeholders decide the priority of the scope items in order to maintain a scope that is aligned with the budget. Once the design has progressed into the design development phase, major modifications are discouraged because of the impact on the design schedule and redesign fees from the design team. In certain situations, we will include additional scope requests from stakeholders as bid alternates that will only be awarded if the cost does not exceed the established project budget when added to the base bid cost of the project. This step ensures a base bid price on bid day that is under the established project budget and also provides options to include the additional scope if prices are low at bid time or the client decides to increase the project budget once the bid price is set. **Volkert's priority is to avoid scope creep that leads to a base bid price that exceeds the client's budget.**

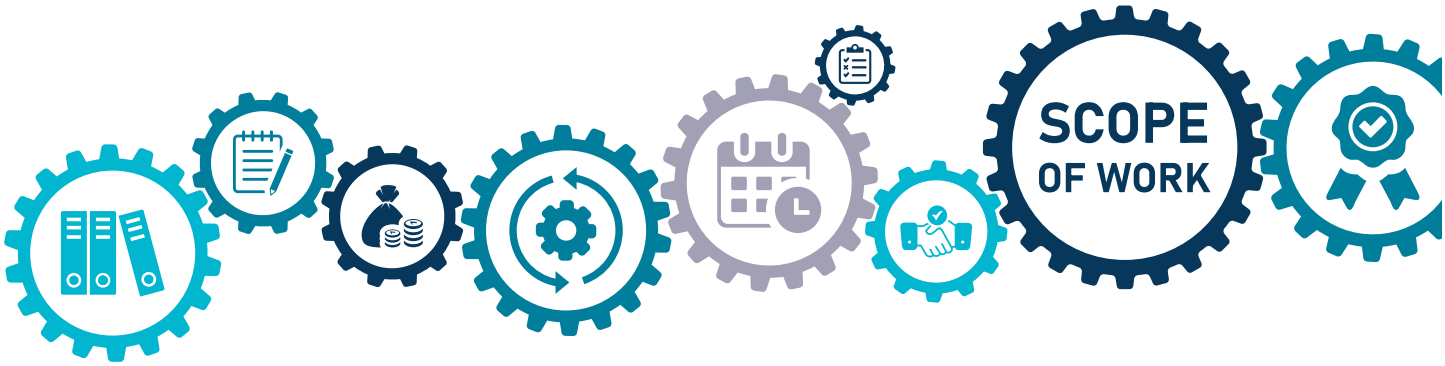
BUDGET OVERSIGHT

The goal of a successful project also includes producing a sound product within budget. We will develop the budget at a kickoff meeting. Once the client approves the budget, we will issue contractual agreements determining the set deliverable and cost for the deliverable to each subconsultant. Each month, just as internal staff hours are reviewed against the project's schedule, the internal staff hours and the invoices submitted by subconsultants will be reviewed for budgeting purposes using Deltek Vision (Our corporate project accounting software). Utilizing these detailed reports from Deltek Vision, we will approve all invoices submitted to the client for payment or, if necessary, request additional information from the subconsultants to document the work completed. A summary of all work completed that month will accompany each monthly invoice.

CONTRACT CHANGE ORDERS

Volkert's record concerning project change orders is exemplary. We begin change order mitigation during the design phase. A thorough and complete review of plans and specifications prior to issuing plans for bid is a critical factor in reducing change orders during the construction phase. Our understanding of current building codes related to state and local requirements allows us to assist the design team in putting together a clean set of documents. We also make it a point to understand local utility provider requirements and help address provisions for including those requirements in the bid documents.

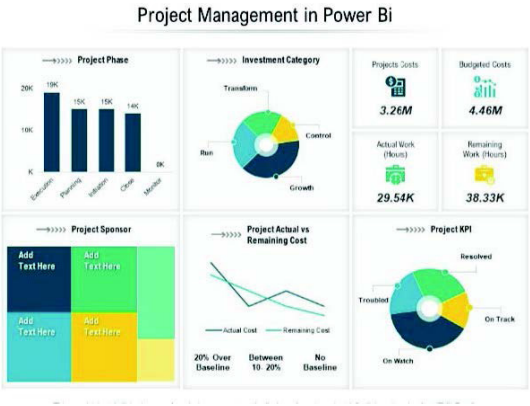
Our attention to detail when creating a trade package scope will also be critical in mitigating change orders. Our team will spend a great deal of time and effort dividing the project into various trade packages so that whatever the scope of work may be, it is contractually covered by one of the bid packages. Change orders often arise as a result of scope gaps between trade packages. Volkert does an outstanding job of minimizing those scope gaps.



PROJECT REPORTING

Consistent, high-quality project status reporting is essential for effective project and program management. When reports are precise, timely, and structured around meaningful data, they become more than just updates; they become tools that drive progress, accountability, and informed decision-making. Our team will set up a system for regular reporting for the project team upon the commencement of our services, including but not limited to:

- Owner Reporting Meetings
- Design Coordination Progress Meetings
- Owner/Architect/Contractor Construction Progress Meetings
- Project Update Status Meetings
- Program/Project Specific Dashboards



Volkert will utilize to provide customized dashboards to track and report progress as well as provide real-time communication of key performance metrics such as:

- Overall Project Status
- Planned vs. Actual Schedule Comparisons
- Project Update Status Meetings
- Earned Value
- Real-time Identification of Schedule Risk



MITIGATING IMPACT TO EXISTING INFRASTRUCTURE

Urban infrastructure systems for the energy, transport, telecommunications, water and wastewater, solid waste, and buildings are highly interdependent. Prior to the design phase, Volkert's will conduct a comprehensive infrastructure awareness assessment to identify utilities and structural elements that may be affected by the project. These findings are integrated into our risk management process to ensure proper coordination and proactive adjustments, minimizing adverse impacts on surrounding infrastructure.

These risks will be proactively monitored throughout the project a part of our risk management process and mitigation techniques will be applied as necessary, as well as continuously monitor of site conditions that could lead to other impacts to existing infrastructure.

VOLKERT IS DEDICATED
DELIVERING QUALITY, ACCOUNTABILITY, AND VALUE ACROSS THE ENTIRE PROGRAM LIFECYCLE

The key to effective project delivery is our ability to control costs. Cost estimating and cost control, utilizing alternate solution management, is the backbone of our approach to project management.

Volkert's cost control system, which is underpinned by the latest technologies, supports detailed price cost analysis, extensive cost accounting, cash flow projections from payment applications, and other cost generators. This thorough integration of cost and time as performance measures ensures a comprehensive and reliable approach to cost control.

We will provide planning estimates, conceptual estimates, and estimates for each design phase (e.g., schematic design, design development, and final construction documents).

Program cost containment is best achieved during the early phases of a project by initiating cost control procedures at the beginning of the project. As the Owner's Representative, we will explore options for cost reductions by standardizing designs while providing a quality product. Our design comments will be heavily influenced by budget limitations and constraints.

At Volkert, we don't leave cost management to chance. We take a proactive approach, conducting a market survey analysis and creating a project cost model before we even start the design. Our comprehensive cost management system, which encompasses every aspect of financial planning, budgeting, estimating, forecasting, and cost monitoring, coupled with our commitment to seeking cost-saving opportunities throughout the design and construction process, ensures that your project stays on track and on budget.



VOLKERT ROUTINELY GETS ROBUST COMPETITION AND HIGHLY COMPETITIVE PRICING ON THE PROJECTS WE MANAGE BECAUSE THE TRADE CONTRACTOR COMMUNITY TRUSTS THAT THE PROJECTS WILL BE HIGHLY ORGANIZED, CONFLICT FREE, AND ON TIME.

5. REFERENCES

5. REFERENCES

REFERENCE #1: CITY OF EARLY TOWN DEVELOPMENT CENTER

CITY OF EARLY | TONY AARON, CITY MANAGER | 325.643.5451 | TAARON@EARLYTX.NET

SCOPE OF SERVICES: Volkert partnered with the City of Early and the Texas Parks and Wildlife Department to design a fish-friendly lake habitat supporting multiple species while promoting long-term ecological balance. The project also included one mile of multi-use trails, ADA-compliant access features, and fishing docks that connect the lake to the Town Center and enhance community accessibility. Working within a grant-funded budget, Volkert emphasized cost control, constructability, and long-term value, delivering the project within the original construction budget. Through a digital-first design approach, the team improved collaboration, incorporated stakeholder feedback, and optimized site and environmental performance.



REFERENCE #2: CITY OF ST. MARY'S CAPITAL IMPROVEMENT PLAN

CITY OF ST. MARY'S | BOBBY MARR, PE | 912.464.9652| BMARR@STMARYSGA.GOV

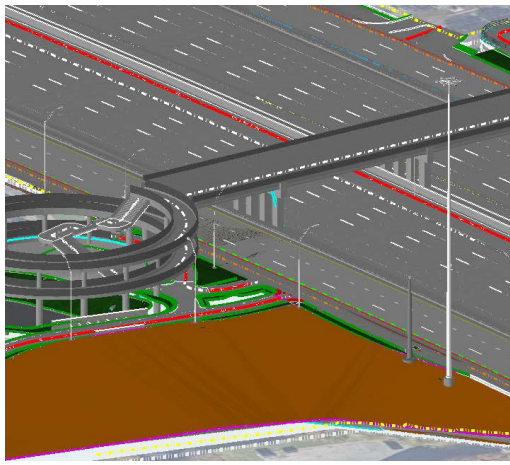
SCOPE OF SERVICES: In response to the increasing demand for City services, the City selected Volkert in 2023 via a competitive procurement process to provide program management (PM) and additional professional and technical services for various projects necessary to support their city-wide capital program. Under the guidance and direction of the City Manager and City Public Works Director, Volkert is providing capital program and project management services for various projects including, but not limited to, vertical building construction, drainage, water and recreation projects. Projects may be funded from various sources, including local, state, federal, and private funding sources, including the use of grant funds.



REFERENCE #3: CAPEX CENTRAL PEDESTRIAN BRIDGE

TxDOT AUSTIN DISTRICT | TOMMY ABREGO, PE | 512.832.7280

SCOPE OF SERVICES: The CAPEX Central project includes reconstructing IH 35 from US 290 to Martin Luther King Blvd to alleviate congestion in downtown Austin by adding two non-tolled managed lanes, general purpose lanes, frontage roads, and two tunnels. Volkert is providing complete PS&E design delivery to the TxDOT Austin District for this mega project, including tunneling design; structural retrofits for upper decks; and the design of interchanges, bridges, retaining walls, utilities, signals, and Intelligent Transportation Systems (ITS). Additionally, Volkert is providing design services for bridge aesthetics, landscape architecture, and active transportation improvement design. The project also aims to reunite divided communities to the east and west by constructing multiple signature roadway bridges for pedestrians/cyclists and enhanced landscapes to create a linear park experience.



6. QUALITY CONTROL

6. QUALITY CONTROL

6A. QUALITY ASSURANCE CONTROL PROCEDURES

Volkert manages the quality of the design and construction of its programs by selecting experienced personnel who will set forth clear expectations for all the project team members, including documenting and communicating effectively between one another. Our team will work to ensure:

- Documents and design files are clear, complete, coordinated, and understandable.
- Documents and design files are based on sound engineering and construction principles.
- Deliverables have been prepared and submitted in accordance with the project scope of services.
- Services are provided in accordance with the contract's standard of care performed with the degree of skill and diligence ordinarily exercised by similar professionals under comparable conditions in similar localities.





Additionally, Volkert will follow our QA/QC throughout the duration of the building program or project. Define the preparation, checking and submittal process for project deliverables such as drawings, calculations, specifications and reports. The QA/QC Program will be prepared and implemented to:

- Ensure that independent QC is performed for each deliverable and QC comments are addressed.
- Ensure that the project objectives are met.
- Comply with established policies and procedures for the project.
- Comply with all established construction codes, standards, and guidelines.
- Confirm that the design is fully coordinated with other disciplines.
- Confirm that the plans are complete, accurate, and able to be constructed.
- Ensure that environmental and safety requirements are met.
- Ensure that the Contractor is constructing the project in compliance with the construction documents.
- Confirm proper commissioning and startup of equipment.
- Ensure our project team and management approach builds in quality on the front end, rather than fixing it on the back end.
- Confirm the right experienced personnel are assigned to the right project
- Ensure all members of our staff are committed to delivery quality by having each team member sign off on the project-specific QA/QC plan(s).
- Confirm our work continuously adds value to the Client through continual self-assessment, internal quality audits, and proactive client feedback.

7. ADDITIONAL DATA

7. ADDITIONAL DATA

7A. DIFFERENTIATORS TO BENEFIT THE CITY

WE ARE EXPERIENCED. Our team brings more than 100 years of combined experience serving as Owner's Representatives and project managers for local and state governments. What distinguishes Volkert is our ability to pair national depth with practical local leadership. For more than a century, we have helped public-sector clients deliver complex capital programs and civic facilities with accountability and care. Our experience includes billions of dollars in municipal, institutional, educational, and community-focused improvements. Equally important, our Central Texas leaders bring direct experience working with public owners, staff, elected officials, and community stakeholders to move projects forward efficiently while meeting public expectations.

WE ARE A COMMITTED PARTNER. We understand this assignment requires more than technical oversight. It requires a trusted partner who will protect the City's interests, support sound decisions, and help deliver a successful project with discipline, transparency, and responsiveness. Our team is prepared to guide the process from early planning through design, construction, move-in, and warranty coordination, allowing City leadership to stay focused on serving the community. We reduce risk, strengthen decision-making, and provide clear, actionable insight at every stage.

WE KNOW CENTRAL TEXAS. Led by James Snow, Senior Project Manager, our team brings a strong owner-side perspective and proven municipal project leadership in Central Texas. Mr. Snow's 15 years of experience serving as project executive and owner's representative on public projects for the City of Austin reflects a clear understanding of how to work effectively with City staff, Council, and community members to advance libraries, parks, fire stations, and other civic facilities.

WE ARE COMMITTED TO SUSTAINABILITY. Our team understands the local soil conditions, tree preservation priorities, environmental context, and construction methods needed to deliver a successful project. Our goal is to create a facility that meets the service and functional needs of the community and staff while fitting thoughtfully into the Rollingwood community.

WE ARE DEDICATED TO MAINTAINING OUR CULTURE. Volkert continues to adapt to a changing world and its challenges, but our core commitments remain constant: serving according to our mission, vision, and values; driving innovation; and pursuing excellence.



EXPERIENCE WITH LOCAL GOVERNMENT

Volkert has extensive experience working with various local governments. In addition to the specific knowledge that comes from serving agencies across the state, Volkert has successfully managed over $6B in public and private projects nationwide, including working with federal lands, school boards and districts, states, cities, and municipalities. Most of our projects involve managing multiple entities with private developers, parks departments, the General Services Administration, and the U.S. Army Corps of Engineers. We understand the project and construction management role and what it takes to deliver a project by managing the designer, builder, state and local government agencies, and other entities involved.

8. ACKNOWLEDGMENT OF ADDENDA/REQUIRED FORMS

8. ACKNOWLEDGEMENT OF ADDENDA | REQUIRED FORMS

8A. ACKNOWLEDGEMENT OF ADDENDA

ADDENDUM #1: JUNE 1, 2026

ROLLINGWOOD TEXAS

Request for Qualifications
Owner's Representative Services for
City Hall Improvements

Addendum No. 1

City of Rollingwood, Texas

City of Rollingwood

403 Nixon Drive

Rollingwood, TX 78746

Addendum No. 1 Release Date – Monday, June 1, 2026

RFQ Due Date – Monday, June 8, 2026, at 10:00 a.m.

8B. SAMPLE CERTIFICATE OF INSURANCE

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/26/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgewood Partners Ins Center 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	CONTACT NAME: Greyling COI Specialist PHONE (A/C, No, Ext): 770.756.6599 FAX (A/C, No): E-MAIL ADDRESS: greylingcerts@greyling.com
INSURED VOLKINC Volkert, Inc. 11 North Water Street Ste 18290 Mobile AL 36602	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : National Union Fire Ins Co of Pittsburg — 19445 INSURER B : New Hampshire Insurance Company — 23841 INSURER C : Allied World Surplus Lines Insurance Co — 24319 INSURER D : Endurance American Specialty Ins Co — 41718 INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 387089599 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			9894987	4/1/2026	4/1/2027	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 25,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
A D	AUTOMOBILE LIABILITY			2970073 EXT30083306201	4/1/2026 4/1/2026	4/1/2027 4/1/2027	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
							excess auto CSL	$ 1,000,000
A	UMBRELLA LIAB X OCCUR			019188301	4/1/2026	4/1/2027	EACH OCCURRENCE	$ 5,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED X RETENTION $ 10,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC067961222	4/1/2026	4/1/2027	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Professional Liab incl Poll. Liab.			03129811	4/1/2026	4/1/2027	Per Claim Aggregate	$2,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Sample Certificate

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Gregg Bradshaw

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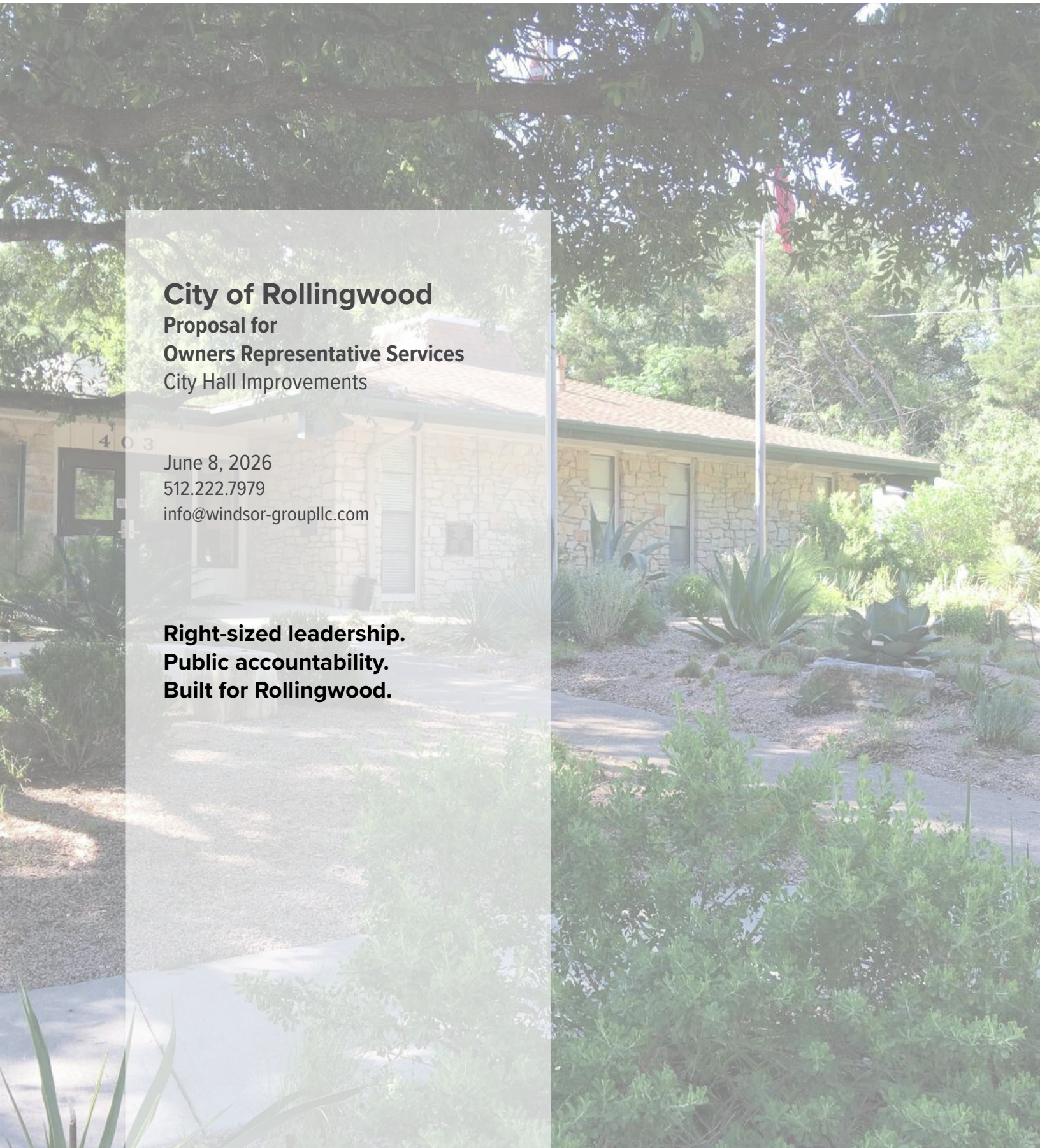
WINDSOR GROUP
ADVISORY & MANAGEMENT

ROLLINGWOOD
TEXAS



City of Rollingwood

Proposal for
Owners Representative Services
City Hall Improvements

June 8, 2026

512.222.7979
info@windsor-groupllc.com

Right-sized leadership.
Public accountability.
Built for Rollingwood.

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Introduction/Cover Letter

Executive Letter of Interest and Qualifications Summary

Alun Thomas
City Administrator
City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

Re: RFQ Response – Owner's Representative Services for City Hall Improvements

Dear Mr. Thomas:

The City of Rollingwood has an opportunity to make a meaningful investment in its future through the City Hall Improvements project. Projects like this do more than improve buildings —they strengthen the City's ability to serve residents, support public safety operations, enhance day-to-day functionality for staff, and create lasting value for the community. With a total project budget of up to $4 million shared between the City and Travis County ESD No. 9, this initiative presents an opportunity to thoughtfully evaluate current and future needs, align stakeholders around a common vision, and deliver a facility solution that serves Rollingwood well for years to come. Achieving that outcome requires disciplined owner-side leadership, clear scope definition, the right delivery strategy, coordination of municipal and fire department needs, careful budget stewardship, and informed decision-making throughout the process.

Windsor Group Advisory & Management was built for assignments like this.

Rollingwood does not need a large, layered project-management apparatus for a project of this scale. The City needs a senior, accountable owner's representative: one clear point of contact, direct access to the person responsible for the work, practical public-sector judgment, and a process scaled to a small city delivering a visible civic facility under budget, schedule, regulatory, and stakeholder pressure.

Greg Smith, Principal and Founder of Windsor Group, will serve as the City's principal point of contact and accountable lead from planning through closeout. The City will know who owns the action list, who is reviewing the budget, who is coordinating architect and contractor procurement, who is preparing Council-ready recommendations, and who is escalating risk before it becomes a public problem. Windsor's support resources will be applied deliberately and efficiently, but the City will not be handed off to a rotating cast of staff.

We understand Rollingwood's assignment as a governance, budget, and scope-control challenge first — and a construction challenge second. The RFQ asks the Owner's Representative to assist with needs refinement, delivery-method selection, architect and contractor procurement, budget tracking, cost estimating, schedule monitoring, design review, City Council communication, construction oversight, documentation, closeout, and warranty support. Windsor's approach is organized around those responsibilities, with a focus on early decisions that prevent late-stage cost, schedule, and stakeholder surprises.

Our experience is directly relevant. Windsor has represented owners through complex renovation and civic-facing projects where success depended on disciplined scope definition, stakeholder alignment, budget control, and clear communication. Our work on the All Saints' Gregg House renovation provides a close same-scale renovation comparison, with an institutional owner, existing-building constraints, and active stakeholder expectations. Our Brownsville Communications Complex work demonstrates Windsor's ability to support a public-sector owner in a civic renovation environment with public accountability, operational requirements, and practical project leadership.

For Rollingwood, we would begin by helping the City confirm the real project problem before the solution hardens prematurely. Improvement, remodeling, and replacement each carry different budget, schedule, procurement, permitting, operational, and public-communication implications. Windsor would approach those options without bias. The right recommendation should come from the facts: confirmed program needs, existing-building conditions, site constraints, total project cost, schedule, operational continuity, regulatory requirements, and long-term value to the City. If renovation is the best path, we will help the City make it disciplined and cost-effective. If replacement better serves the City's needs within the available budget, we will help the City reach that conclusion clearly and defensibly.

Windsor would help the City and ESD No. 9 establish clear decision criteria, validate must-have versus should-have requirements, identify site and regulatory constraints early, and prepare a documented delivery-method recommendation suitable for City Council action. Our role is not to force a predetermined solution. Our role is to give Rollingwood the structure, information, and owner-side judgment needed to make the right decision and then deliver it well.

This project is important to Windsor. We are based in the Austin area, we understand the character and expectations of communities like Rollingwood, and we are pursuing this assignment because it fits who we are and the kind of work we want to be known for: practical, principled, owner-first leadership for civic and community-serving projects. We would be proud to help the City deliver a facility that supports municipal operations, public safety, and the long-term needs of Rollingwood residents.

Thank you for your consideration. We would welcome the opportunity to serve as the City's Owner's Representative.



Respectfully submitted,

Greg Smith

Principal & Founder
Windsor Group Advisory & Management LLC

Firm Description

FIRM DESCRIPTION

Firm Information

Firm Name: Windsor Group Advisory & Management LLC
Address: 2105 E Martin Luther King Jr Blvd, Suite 220, Austin, TX 78702
Phone: 512.222.7979
Office Principally Responsible for the Project: Austin, Texas

Parent Office(s)
Not applicable. Windsor Group Advisory & Management LLC is an Austin-based firm.

Authorized Contact
Greg Smith
Principal
Windsor Group Advisory & Management LLC
2105 E Martin Luther King Jr Blvd, Suite 220
Austin, TX 78702
512.222.7979
gregs@windsor-groupllc.com

Years Providing Owner's Representative / Development Management / Project Management Services
20+ years

Years Providing Owner's Representative / Project Management Services for Local Government Entities
~15 years

Overview

Windsor Group Advisory & Management LLC is an Austin-based owner's representation, development advisory, and project management firm. Windsor supports owners through planning, due diligence, procurement, design, construction, closeout, and post-occupancy coordination for civic, institutional, community-serving, and real estate development projects.

For the City of Rollingwood, Windsor's services will be led directly by Greg Smith, who will serve as the City's principal point of contact and accountable project lead. Windsor's support structure is intentionally lean and scaled to the size and needs of the assignment.

Windsor has supported municipalities and public-facing owners across Texas, as well as local government entities outside of Texas through Greg Smith's earlier career experience. Through that work, Windsor has developed a firm grasp of public-sector project delivery, including procurement discipline, consultant and contractor coordination, budget control, schedule management, documentation, reporting, stakeholder communication, and public accountability.

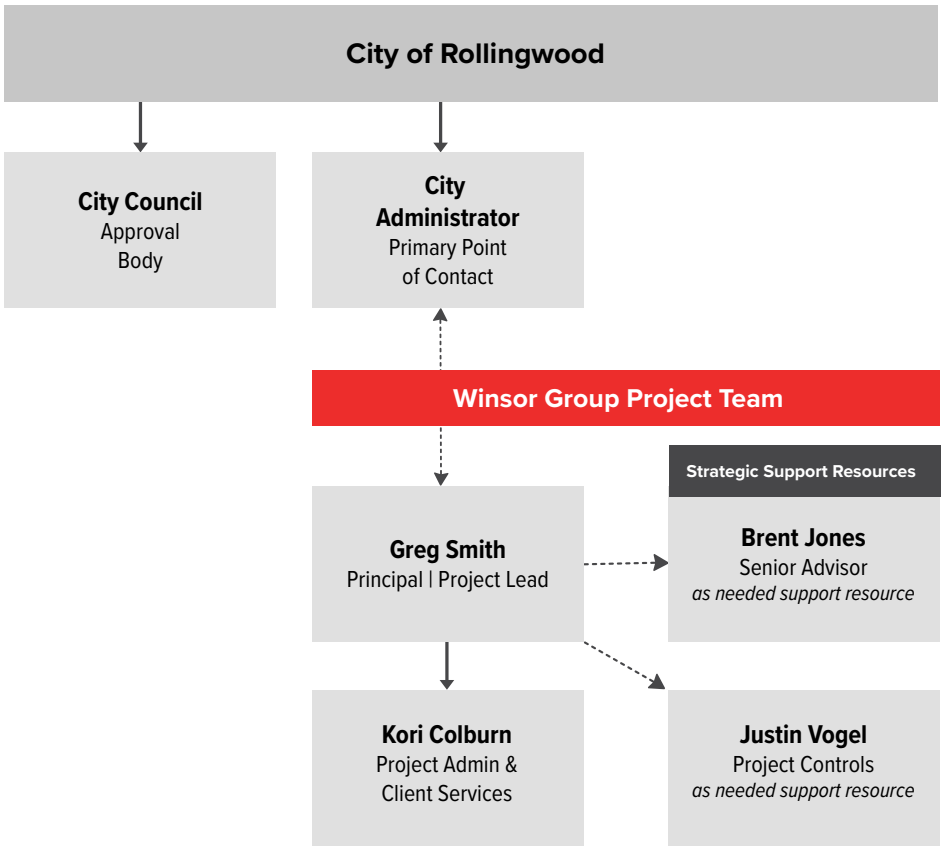
FIRM DESCRIPTION Continued

Relevant Firm Capabilities

Windsor's services align with the Owner's Representative responsibilities requested by the City, including:

- Project definition and early due diligence
- Owner's representative and project leadership services
- Budget development and total project cost control
- Schedule development and milestone tracking
- Architect, contractor, and vendor procurement support
- Public-sector RFP / RFQ coordination and evaluation support
- Design-phase coordination and document review
- Contractor / CMAR coordination and preconstruction support
- Construction-phase oversight, meeting management, and reporting
- Pay application, change order, and cost review
- City Council, board, and stakeholder reporting
- Closeout, turnover, training, warranty, and post-occupancy support

Organization Chart



Key Staff

Team Member	Role	Experience	Expected Services to the City
Greg Smith	Principal / Accountable Lead	20 years	Greg will serve as the City's principal point of contact and accountable project lead. He will be responsible for overall owner representation, City communication, project strategy, scope and budget decision support, procurement guidance, consultant and contractor coordination, City Council reporting, and executive-level issue resolution.
Kori Colburn	Project Administration & Client Services	8 years	Kori will support project documentation, project accounting, procurement support, administrative coordination, contract support, project reporting, invoicing, and accounts receivable. For Rollingwood, Kori will help Greg maintain organized records, timely follow-up, and consistent administrative support throughout the assignment.
Justin Vogel	Project Controls as need support resource	15 years	Justin supports Windsor's project-controls efforts on an as-needed basis. Windsor uses this resource to right-size controls for each project, including customized schedule tools, cost tracking formats, reporting mechanisms, budget-control systems, and related resources when needed. For Rollingwood, this support would be provided at no additional cost to the City and would not add another management layer or point of contact.
Brent Jones	Senior Advisor as need support resource	40 years	Brent provides senior-level advisory support on project strategy, procurement, stakeholder alignment, owner decision-making, and complex capital project planning, if and when requested by Greg or the City. Brent is not proposed as an additional layer between the City and the work.

Staffing Approach

Greg Smith will remain the City's primary contact and accountable lead throughout the assignment. Windsor's support model is intentionally lean and appropriate for a project of this scale. Greg will lead the work directly, with support from Kori Colburn for project administration, documentation, project accounting, procurement support, contract support, reporting, invoicing, accounts receivable, and administrative follow-through.

Depending on workload, project phase, and task-order requirements, Windsor may also involve an Assistant Project Manager to support Greg with coordination, meeting follow-up, document tracking, schedule updates, and administrative project controls. Any APM would be identified after award and submitted to the City for review and approval before supporting the project. The APM would not replace Greg as the City's primary contact or accountable lead.

Staffing Approach Continued

Brent Jones will serve as a senior advisory resource only where his experience adds value. He is not proposed as an additional layer between the City and the work.

If specialized expertise is needed — such as facility condition assessment, cost estimating, code consulting, environmental review, materials testing, inspections, technology, security, or AV — Windsor will help the City identify the need, define the scope, and procure or coordinate those resources in accordance with the City's requirements. Any proposed subcontractor or specialty consultant would be presented to the City for review and approval before engagement.

Project Team and Qualifications

PROJECT TEAM AND QUALIFICATIONS

Proposed Project Team

Windsor Group Advisory & Management proposes a lean, senior-led team for the City of Rollingwood's City Hall Improvements project. Greg Smith will serve as the City's principal point of contact and accountable project lead. He will be supported by Kori Colburn for project administration and client services, with additional project controls, advisory, and coordination support available as needed.

This staffing approach is intentional. The City's project requires experienced owner-side leadership, disciplined decision-making, public-sector procurement awareness, budget control, schedule management, and clear communication with City staff, City Council, Travis County ESD No. 9 / Westlake Fire Department, consultants, contractors, and vendors. Windsor's proposed structure gives the City direct access to senior leadership without creating unnecessary management layers.

Key Personnel and Support Resources

Windsor's proposed team is intentionally structured around direct senior accountability, efficient administration, and targeted technical support. Greg Smith will lead the assignment and remain the City's primary point of contact. Kori Colburn will provide project administration and client services support. Additional resources may be used selectively when they add value to the City's schedule, budget, reporting, or decision-making needs.

Greg Smith, PMP
Principal / Accountable Lead / Primary City Contact
- Experience: 20 years
- Credentials: Project Management Professional (PMP); B.S., Construction Engineering & Mgt; LEED AP; ULI P3 Local Members Committee Colead, CMAA Member, OSHA 4-HR Certified
- Years with Firm: 5.5 years since Windsor Group Advisory & Management LLC founding
- Estimated Level of Effort: Primary lead throughout the assignment; highest involvement during project definition, due diligence, procurement, budget strategy, City/ESD coordination, delivery-method decisions, Council-facing work, and major project issue resolution.

Relationship to the Project
Greg will serve as the City's principal point of contact and accountable project lead. He will lead Windsor's owner representation services, manage the City-facing relationship, coordinate consultants and contractors, support procurement and delivery-method decisions, guide budget and schedule strategy, and prepare decision-ready recommendations for City leadership.

Why Greg is Valuable to the City of Rollingwood
Rollingwood's project needs a senior owner-side decision manager, not a layered project-management structure. Greg brings the direct experience needed to help the City define the project before overcommitting to a renovation, replacement, or hybrid solution. His value is strongest at the front end: due diligence, programming, budget definition, procurement sequencing, delivery-method evaluation, and City/ESD stakeholder alignment.

Why Greg is Valuable to the City of Rollingwood Continued

Greg is also comfortable operating at both levels required for this assignment. He can participate in technical conversations with architects, engineers, contractors, inspectors, and specialty consultants to make sure proposed solutions are cost-effective, technically appropriate, durable for the City over the long term, and structured to minimize owner risk. He can then translate those technical considerations into clear recommendations for City leadership, City Council, and stakeholders who do not engage with construction every day.

That communication role is central to successful public work. Greg has presented to and worked with city councils, school boards, C-suite leadership, community stakeholders, board members, public-sector staff, and project users. His experience includes public-facing and leadership-facing work with the City of Brownsville, Austin Independent School District, Bastrop Economic Development Corporation, and Hays Central Appraisal District. He understands how to interface with political entities and community stakeholders while keeping the project grounded in facts, budget discipline, and practical owner-side judgment.

Relevant Similar Experience and Role

- **City of Brownsville,** Communications & Marketing Department Building: Owner-side project leadership for a civic facility renovation, including procurement support, consultant and contractor coordination, specialty vendor coordination, budget awareness, project reporting, and public-owner communication.
- **Hays Central Appraisal District**: Facility planning and feasibility support for a public-sector owner evaluating office/facility needs, including early project definition, budget implications, and leadership decision support.
- **City of Georgetown, Downtown Master Plan Update**: Development advisory and municipal planning support related to implementation, feasibility, stakeholder priorities, and City decision-making.
- **Austin Independent School District**: Public-sector / K-12 experience involving planning, stakeholder coordination, community engagement, technical team coordination, and communication with public audiences.
- **City of Bastrop and Bastrop Economic Development Corporation**: Municipal and economic-development advisory experience involving feasibility, implementation strategy, stakeholder considerations, and owner-side decision support.
- **All Saints' Episcopal Church, Gregg House Renovation**: Owner representation for an approximately $4 million renovation of an administrative and community-serving building, including project definition, stakeholder coordination, design and construction planning, budget management, and schedule awareness.

Municipal Facilities / Public-Sector Experience

Greg has the most extensive municipal and public-sector experience on the proposed team and will lead the City's assignment directly. His experience includes municipal, appraisal district, K-12, higher education, federal, economic development, religious/institutional, and other public-facing owner types.

Project Team and Qualifications Continued

Kori Colburn
Project Administration and Client Services
- Experience: 8 years
- Credentials: B.B.A., Business Administration, M.S., Management and Leadership
- Years with Firm: 1 Year
- Estimated Level of Effort: Ongoing administrative, documentation, reporting, procurement support, project accounting, and contract support throughout the assignment.

Relationship to the Project
Kori will support Greg with project documentation, project accounting, procurement support, administrative coordination, contract support, project reporting, invoicing, and accounts receivable. She will help maintain the administrative backbone of the project so that meetings, action items, documentation, invoices, reports, and follow-up items remain organized and timely.

Why Kori is Valuable to the City of Rollingwood
Kori helps Windsor keep the project organized, current, and cost-effective. Her role allows Greg and other technical resources to spend more of their time on project strategy, scope, budget, procurement, consultant/contractor coordination, and technical issue resolution rather than routine administrative tasks.

For the City, this creates two practical benefits. First, it helps control cost by assigning administrative work to the appropriate resource instead of pushing all project tasks through senior technical staff. Second, it keeps important project information organized and readily available, including contract documentation, invoices, project accounting, cost tracking support, reporting materials, and follow-up items.

On a public project, that organization matters. The City needs a clear paper trail, accurate invoicing, accessible cost information, organized project records, and timely follow-through. Kori's support helps Windsor maintain that discipline while allowing the technical team to stay focused on the decisions and project issues that most affect outcome, cost, schedule, and risk.

Relevant Similar Experience and Role

Supports Windsor's project documentation, client communication, proposal/procurement support, reporting, invoicing, project accounting, contract coordination, and administrative follow-through across civic, institutional, and community-serving projects.

Provides project administration and client services support for owner's representative assignments requiring organized documentation, action-item follow-up, report assembly, contract/invoice coordination, and cost tracking support.

Municipal Facilities / Public-Sector Experience
Kori supports municipal/public-sector work through documentation, procurement support, reporting, formatting of public-facing materials, contract coordination, invoicing, project accounting, and cost tracking support. For Hays Central Appraisal District, Kori was instrumental in organizing, developing, and formatting the final report and board-level presentation materials for public consumption. She is not proposed as the lead public-sector advisor; that role will remain with Greg.

Additional Support Resources

Assistant Project Manager
Project Coordination Support, if needed
- Experience: 3–7 years anticipated
- Credentials: To be identified if assigned
- Years with Firm: To be identified if assigned
- Estimated Level of Effort: As needed, based on workload, project phase, task-order requirements, and City approval.

Relationship to the Project
Depending on workload, project phase, and task-order requirements, Windsor may involve an Assistant Project Manager to support Greg with coordination, meeting follow-up, document tracking, schedule updates, and administrative project controls. Any APM would be identified after award and submitted to the City for review and approval before supporting the project.

Why This Resource is Valuable to the City of Rollingwood
The APM role gives Windsor the ability to scale responsibly if the project requires additional coordination support. This protects the City's schedule and responsiveness without changing the accountability structure. Greg would remain the City's primary contact and accountable lead; the APM would support execution, follow-up, and project organization.

This approach is intentionally flexible. Windsor is not proposing unnecessary full-time staffing before the actual workload is known, but we can add support if the project pace, meeting cadence, procurement workload, or construction-phase demands require it.

Justin Vogel, PMP
Project Controls Support
- Experience: 15 years
- Credentials: Project Management Professional (PMP); Procore project controls and construction management systems experience; B.S./M.S. Civil Engineering; Engineering in Training (EIT), LEED Green Associate; Member of ULI, Project Management Institute, Real Estate Council of Austin, and American Society of Civil Engineers
- Years with Windsor: Project Controls Support for 5 years
- Estimated Level of Effort: As needed for schedule, cost, reporting, budget-control tools, project databases, and related project-control resources.

Relationship to the Project
Justin supports Windsor's project-controls efforts on an as-needed basis. For Rollingwood, his role would be to help Windsor develop or refine schedule tools, cost tracking formats, reporting mechanisms, budget-control systems, project databases, and other project-control resources if and when those tools are useful to the assignment.

Why Justin is Valuable to Rollingwood
Justin brings a rare combination of project controls, construction management systems, and real project management experience. He has worked directly for Procore and focused on project management systems, giving him deep familiarity with one of the leading construction project management platforms and the workflows that support effective project delivery. He has also worked with a consultancy focused on claims and litigation, giving him a practical understanding of why documentation, cost tracking, schedule records, and project controls matter when projects become complicated.

Why Justin is Valuable to Rollingwood Conitnued
Just as important, Justin has been a project manager himself for much of his career. He understands the owner's representative role from the inside because he has managed projects, dealt with contractors and designers, tracked budgets and schedules, and seen what project teams actually need from a controls system. His support is not just software setup or spreadsheet work; it is practical project judgment translated into usable systems.

For Rollingwood, Justin gives Windsor the ability to provide high-quality project controls without overstaffing the assignment or assigning a full-time controls resource the City may not need. His involvement can be tailored to the City's actual needs: a budget dashboard, schedule tracker, reporting mechanism, cost-control system, project database, or other tools that support timely decision-making. This allows Greg to stay focused on leading the project, working with the City and project team, evaluating options, and maintaining the big-picture view, while the City still receives disciplined cost, schedule, and reporting systems.

This supports one of Windsor's core value propositions: senior-led owner representation supported by practical, right-sized systems. The City receives strong controls and reporting without adding another management layer, another point of contact, or unnecessary cost.

Public-Sector / Institutional Experience
Justin's experience includes project controls, construction coordination, reporting, schedule tools, cost tracking, and technical documentation for public-sector and institutional environments, including work associated with Texas State University, Stanford University, and the City of Bensenville. His role for Rollingwood would be limited to project controls support if and when needed.

Brent Jones
Senior Advisor / Strategic Project Advisor
- Experience: 40 years
- Years with Firm: Senior advisory resource for 5 years
- Estimated Level of Effort: Limited advisory support if and when his experience adds value.

Relationship to the Project
Brent will serve as a targeted senior advisory resource. He is not proposed as a separate project manager, additional point of contact, or layer between the City and Greg. His involvement would be selective and focused on specific project questions where his experience can help the City make better decisions.

Why Brent is Valuable to Rollingwood
Brent brings deep experience in workplace, office environments, development, and capital project planning. His background includes substantial office/workplace projects, ground-up development, renovations, technical project judgment, and long-standing knowledge of the Austin market. For a City Hall project, that experience can be valuable during project definition, programming, renovation-versus-replacement evaluation, workplace functionality review, constructability conversations, procurement strategy, and owner decision-making. Brent also brings a long professional network across real estate, design, construction, and development that can help Windsor test assumptions, identify practical options, and bring market-informed judgment to the City when needed.

His role is deliberately limited: targeted senior input, not a second lead. This keeps the team lean while giving Rollingwood access to seasoned workplace and development judgment when it would be useful.

Certified Construction Manager Credentials

Windsor's proposed team includes two Project Management Professional (PMP) credential holders: Greg Smith, Windsor's proposed accountable lead and primary City contact, and Justin Vogel, Windsor's project controls support resource. The PMP is a widely recognized project management credential used across construction, development, public-sector, institutional, technology, and complex capital project environments.

Windsor has historically prioritized the PMP credential because of its broad industry acceptance and applicability across the diverse project types we manage, including municipal, institutional, civic, development, renovation, and construction projects. While the PMP and Certified Construction Manager (CCM) credentials are not identical, both reflect formal training and demonstrated competency in project leadership, delivery processes, cost, schedule, risk, communication, and stakeholder management.

At the time of submission, no staff member proposed by Windsor in a project leadership capacity holds a Certified Construction Manager credential as an employee of the prime firm. Windsor's qualifications are grounded in direct owner-side project leadership, municipal and public-sector project experience, budget and schedule management, procurement support, consultant and contractor coordination, and practical construction delivery experience.

Municipal Facilities and Public-Sector Experience

Windsor's proposed team includes personnel with municipal and public-sector experience.

Primary Contact with the City

Greg Smith will be the person primarily responsible for contact with the City of Rollingwood and will lead communications with the City Administrator, Alun Thomas; City staff; City Council as requested; ESD No. 9 / Westlake Fire Department stakeholders; consultants; contractors; vendors; and other project participants. Kori Colburn and any support resources will assist Greg but will not replace him as the City's primary contact or accountable lead.

Similar Project Experience and Personnel Roles

City of Brownsville — Communications & Marketing Department Building

Relevant to Rollingwood because: This was a civic facility project requiring public-sector coordination, procurement support, consultant and contractor management, specialty vendor coordination, budget awareness, and reporting.

Greg Smith's role:
Owner-side project leadership, public-owner coordination, procurement and vendor support, consultant and contractor coordination, budget and schedule awareness, and project reporting.

Similar tasks to the City of Rollingwood's RFQ:

- Public-sector owner representation; Consultant and contractor coordination; Procurement and vendor-selection support; Budget and schedule tracking; Civic facility project delivery; Coordination of specialty scopes, including AV, IT, security, engineering/testing/inspection, and other vendors; Public-facing project communication and reporting.

Similar Project Experience and Personnel Roles Continued

Hays Central Appraisal District — Facility Planning / Feasibility Support
Relevant to Rollingwood because: The assignment involved early facility planning and decision support for a public-sector owner evaluating its office/facility needs.

Greg Smith's role:
Facility planning, feasibility support, owner-side advisory, budget and implementation analysis, and leadership decision support.

Similar tasks to Rollingwood's RFQ:
- Early project definition
- Facility needs evaluation
- Budget and implementation considerations
- Owner decision support
- Public-sector facility planning

City of Georgetown — Downtown Master Plan Update
Relevant to the City of Rollingwood because: The assignment involved municipal advisory support, stakeholder-aware planning, feasibility evaluation, and practical recommendations for public-sector decision-making.

Greg Smith's role:
Development advisory and municipal planning support related to downtown implementation, project feasibility, stakeholder priorities, and public-sector decision-making.

Similar tasks to Rollingwood's RFQ:
- Municipal client coordination
- Public-sector advisory support
- Stakeholder-aware recommendations
- Feasibility and implementation analysis
- Decision-ready communication for City leadership

All Saints' Episcopal Church — Gregg House Renovation
Relevant to Rollingwood because: This is an approximately $4 million renovation of an administrative and community-serving building, similar in scale and owner-side complexity to Rollingwood's City Hall Improvements.

Greg Smith's role:
Owner representation, project definition, stakeholder coordination, design and construction planning, budget management, schedule awareness, and project leadership.

Similar tasks to Rollingwood's RFQ:
- Same-scale renovation planning
- Administrative/community facility use
- Budget control
- Stakeholder coordination
- Design and construction planning
- Owner-side decision support

Staffing Capacity and Ability to Meet Schedule and Deadlines

Windsor has the staffing capacity and delivery structure to meet the schedule and deadlines described in the RFQ.

The City will have a dedicated, experienced principal leading the assignment. Greg Smith will remain directly responsible for the work and will be supported by administrative, project controls, advisory, and project coordination resources as needed. This model allows Windsor to move quickly without assigning unnecessary full-time personnel to the City's project.

Kori Colburn will support project administration, documentation, procurement support, reporting, contract support, invoicing, and related administrative needs. Her involvement will help Windsor maintain pace, organization, and follow-through.

If workload, task orders, or schedule demands require additional support, Windsor can add an Assistant Project Manager to support Greg with coordination, meeting follow-up, document tracking, schedule updates, and administrative project controls, subject to City review and approval. Windsor can also utilize Justin Vogel for project controls support, including schedule tools, cost tracking formats, reporting mechanisms, and budget-control systems, at no additional cost to the City.

Windsor also uses internal technology and AI-enabled systems to improve efficiency in documentation, meeting preparation, issue tracking, reporting, research, and project organization. These tools do not replace professional judgment or owner-side leadership, but they allow Windsor to produce high-quality work efficiently and reduce unnecessary administrative burden.

Windsor's advantage is not just staffing availability; it is senior-led execution. On a project of this size, speed and accuracy often come from experienced people making good decisions early, not from assigning inexperienced staff and training them on the job. Windsor's senior-led model reduces rework, improves judgment, and helps avoid the kinds of preventable errors that create delay, confusion, or cost exposure.

Windsor is also technically minded, not merely administrative. The team brings field experience, construction awareness, procurement experience, and owner-side project judgment. That allows us to identify issues early, ask better questions, coordinate technical conversations productively, and bring the City practical recommendations rather than simply passing information back and forth.

Knowledge of Applicable Regulations and Local Requirements

Windsor has a strong working knowledge of the regulatory and procedural issues that affect public-sector facility projects in Texas and Central Texas, including construction, development, procurement, building code, environmental, drainage, permitting, inspection, and public-approval considerations.

For Rollingwood, Windsor would pay particular attention to:

- Public-sector procurement requirements and proper documentation
- Architect, contractor, CMAR, vendor, and consultant procurement processes
- Texas public works delivery considerations
- City permitting and inspection processes

Knowledge of Applicable Regulations and Local Requirements Continued

For Rollingwood, Windsor would pay particular attention to (conitnued):
- Building code, accessibility, fire/life safety, and occupancy requirements
- ESD No. 9 / Westlake Fire Department operational and review requirements
- Drainage, stormwater, and site-development considerations
- Environmental and water-quality requirements that may apply to site disturbance
- Utility coordination
- Construction logistics, neighborhood impacts, and public communication
- Record documentation, closeout, warranties, and owner training

Windsor's role will be to identify these issues early, incorporate them into the project schedule and risk management process, and coordinate the appropriate consultants, reviewers, inspectors, and City stakeholders at the right time. The goal is to avoid late surprises and ensure the project is structured correctly from due diligence through closeout.

Subcontractors

Windsor does not propose any subcontractors for the Owner's Representative services at this time.

If Windsor determines that supplementary support may be beneficial — such as facility condition assessment, cost estimating, code consulting, environmental review, materials testing, inspections, technology, security, AV, or other specialized expertise — Windsor will notify the City in advance, explain the need, define the proposed role, and obtain City approval before any such resource is engaged or coordinated as part of the project.



WINDSOR GROUP ADVISORY & MANAGEMENT

Gregory R. Smith

PRINCIPAL | STRATEGIC PROJECT LEAD

EDUCATION

B.S., Construction Engineering & Management
North Carolina State University

CERTIFICATION

Project Management Professional (PMP) Certification
LEED Accredited Professional
Building Design & Construction (USGBC) USGreen Building Council

PROFESSIONAL AFFILIATIONS

- ULI: Local Member Council P3 Co-Chair, Building Industry Leaders Program Participant, Next Program Participant
- AISD NE Middle School CAT Member
- Association for Learning Environments (A4LE)

EXPERTISE

- Project Controls
- Claim and Litigation Support
- Complex Project Management
- Risk Mitigation
- Schedule Development & Analysis
- Design Oversight and leadership
- Contractor Performance Management
- Pre-Development Management
- Value Engineering and Cost Control

PROFILE

Founder Greg Smith has worked extensively throughout Texas, covering most major metropolitan areas in the state. Greg has a strong and diverse background in project management and real estate development advisory services, spanning over 15 years of experience, and was recently recognized by ENR as a top professional under 40 in the Texas-Louisiana region. His portfolio spans municipal, higher education, commercial, and mission-based clients. Greg has worked on over 50 projects, totaling more than $1 billion in construction, and is a published author and speaker on a range of construction and development topics.

RELEVANT PROJECTS

City of Brownsville Communications & Marketing Headquarters and Event Center
Brownsville, TX
Owner's Representative for a $4.5M adaptive reuse project creating new civic event space, offices, and A/V infrastructure for a municipal owner. Supported public-sector project coordination, procurement, consultant and contractor coordination, specialty vendor scopes, public approvals, funding requests, budget awareness, and transparent communication with City leadership.

City of Georgetown Downtown Master Plan Update | Georgetown, TX
Implementation lead for a multi-year downtown revitalization planning effort focused on public realm improvements, parks, placemaking, feasibility, phasing, constructability, and long-range budgeting. Supported municipal decision-making for civic infrastructure and downtown implementation strategies in a historic community setting.

Hays Central Appraisal District Facility Planning / Feasibility Support | Kyle, TX
Provided facility planning and feasibility-related support for a public-sector office/facility need. Helped the owner evaluate project direction, facility requirements, budget and implementation implications, and decision-making materials for leadership and board-level review.

City of Bastrop/Bastrop Economic Development Corporation
Youth Sports Complex Feasibility Study | Bastrop, TX
Provided project management and advisory support for a youth sports complex feasibility study intended to evaluate community needs, site feasibility, market demand, economic impact, and implementation strategy. Managed consultant coordination, reviewed technical findings, coordinated civil/site feasibility considerations, supported P3 and funding strategy evaluation, administered contracts, and presented recommendations to the EDC board.

Austin Independent School District Planning and Community Engagement | Austin, TX
Supported public-sector planning and community engagement efforts involving technical team coordination, stakeholder communication, and public-facing presentation of project information. Experience included helping communicate complex project considerations to community stakeholders and public audiences in a clear, accessible manner.

Relevant Projects Continued on Next Page



WINDSOR GROUP ADVISORY & MANAGEMENT

Gregory R. Smith

PRINCIPAL | STRATEGIC PROJECT LEAD

RELEVANT PROJECTS CONTINUED

St. Austin's Catholic Parish & School Redevelopment
Austin, TX
Principal-in-Charge for a $41M K–8 school and parish redevelopment within a mixed-use P3 structure. Led all phases from entitlements through construction, addressing stakeholder concerns, coordinating institutional priorities, managing budget and schedule issues, and supporting a long-term facility solution on a constrained urban site.

All Saints' Episcopal Church – Gregg House Renovation
Austin, TX
Project Manager for an approximately $4M renovation of a multi-use administrative and community-serving building. Guiding early design, budget alignment, stakeholder coordination, permitting strategy, and planning for major building system upgrades, improved accessibility, preschool/playground considerations, and potential enhanced gathering space.

AFIAA Mid-Rise Office Repositioning
Austin, TX
CMA advisor for a $125M renovation of an occupied mid-rise office tower. Led pre-construction planning, phasing strategy, logistics coordination, and coordination with global ownership, tenants, and permitting staff for a complex occupied-building repositioning.

Additional Municipal and Public-Sector Client Experience
Greg Smith's public-sector and civic experience includes work for or with the following municipal and public-sector clients:
- City of Pflugerville, TX
- City of Alexandria, VA
- Port of Laredo, TX
- City of Laredo, TX
- City of Austin, TX

Greg's broader public-sector experience also includes:
- Higher education
- K–12
- Federal
- Economic Development
- and other public-facing institutional clients



WINDSOR GROUP ADVISORY & MANAGEMENT

Brent Jones

Senior Advisor (as needed support resource)

EDUCATION

Bachelor of Architecture
University of Texas at Austin

CERTIFICATION

Licensed Architect, State of Texas

PROFESSIONAL AFFILIATIONS

- Texas Institute of Architects, Austin
- Real Estate Council of Austin
- Boy Scouts of America

EXPERTISE

- Complex Project Management
- Risk Mitigation
- Market Strategy
- Contractor Performance Management
- Pre-Development Strategic Management
- Due Diligence
- Investment Strategy
- Ground Up Development
- Office and Workspace Expertise

PROFILE

Brent is a licensed architect and senior real estate advisor with more than four decades of experience guiding development, renovation, construction, and workplace projects from strategy through delivery. His background spans real estate investment, development and management, construction management, market strategy, and client advisory, with leadership on more than 140 projects totaling over 15 million SF and $800 million in value. Brent brings deep experience in ground-up office development, major renovations, corporate workplace environments, and mixed-use projects, including Class A office towers, boutique creative office space, headquarters facilities, student housing, office/retail developments, and large-scale tenant improvements.

His work includes projects for Austin Community College, the Lower Colorado River Authority, National Instruments, Highland Resources, and multiple technology clients. As a senior advisor, Brent helps clients evaluate options, manage risk, align scope with operational needs, and make informed decisions through each project phase. His combined architecture, development, and project management background allows him to bridge strategy, design, budget, constructability, and execution with a practical, owner-focused perspective.

RELEVANT PROJECTS

Blackbaud – Corporate Headquarters Interior, *Project Manager*
140,000 SF interior buildout including open office layout, training and conference rooms, data infrastructure, kitchen and dining areas, and breakout collaboration zones.

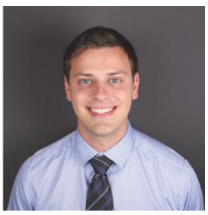
Lower Colorado River Authority, *Project Manager*
80,000 SF Headquarters Complex

Dell at Arboretum D – Office Fit-Out, *Project Manager*
150,000 SF corporate office space for Dell's regional operations. Managed full design and construction delivery.

501 Congress Avenue – Class A Office Renovation, *Project Manager*
106,000 SF renovation of downtown Austin office tower into boutique creative workspace.

Highland Resources – Mixed-Use and Office Developments, *Project Manager*
Managed multiple projects, including the Southwest Office Tower (180,000 SF) and 3800 N. Lamar (168,000 SF office and retail development).

Confidential Social Media Tech Client – Multiple Interior Projects, *PM*
Tenant improvement of over 450,000 SF across multiple Austin buildings for a high-profile tech client. Scopes included high-end interiors with collaboration spaces, open workstations, conference rooms, commercial kitchens, DIY studios, training rooms, data centers, and specialty research spaces.



WINDSOR GROUP ADVISORY & MANAGEMENT

Justin Vogel

Project Controls (as needed support resource)

EDUCATION

M.S., Civil Engineering, Global Leaders in Construction Management Program
University of Illinois

B.S., Civil Engineering
University of Illinois

Hoeft Technology & Management Program
University of Illinois

CERTIFICATION

Project Management Professional
LEED Green Associate
Engineer in Training

PROFESSIONAL AFFILIATIONS

- Urban Land Institute
- Project Management Institute
- Real Estate Council of Austin
- American Society of Civil Engineers

EXPERTISE

- Complex Project Management
- Project Controls
- Cost & Schedule Management
- Construction Technology
- Procurement Analysis

PROFILE

Justin brings a unique background in construction engineering, project management, and dispute resolution across commercial, residential, and industrial sectors. Involved in over $2.5 billion worth of construction, his diverse experience has allowed him to approach projects from different perspectives, including those of developers, CEOs, contractors, third- party consultants, and construction attorneys. This knowledge translate into careful planning and effective facilitation among project team members. He excels at applying best practices and mitigating risk to ensure th at projects are delivered to exceed client expectations.

RELEVANT PROJECTS

City of Bensenville – North Industrial Park Infrastructure (Bensenville, IL)
Resident Engineering / Assistant PM
Supported municipal infrastructure upgrades across a 1,200-acre industrial park. Provided field coordination, phasing logistics, schedule tracking, and reporting to the public works department—demonstrating public-sector delivery and stakeholder alignment.

Texas State University – Ingram Hall Engineering Building (San Marcos, TX)
Led schedule and cost documentation review for a 166,000 SF STEM facility. Provided forensic analysis, change tracking, and delay impact assessments on behalf of university counsel— coordinating closely with contractors and design teams.

Hankook Tire Manufacturing Plant (Clarksville, TN)
Technical Claims Expert
Oversaw schedule and cost impact analysis on a 1.5 million SF industrial facility. Led detailed forensic reviews and collaborated with global stakeholders and legal teams on a highly complex construction program.

Stanford University – Bass Biology Building (Palo Alto, CA)
Project Controls Engineer
Provided controls support on a $100M+ academic lab facility. Maintained master schedules, reviewed sequencing and critical paths, and delivered progress reporting to the owner— demonstrating hands-on schedule management.

Exelon – Medway Peaker Plant II (Medway, MA)
Technical Claims Expert
Supported claims resolution for a 200 MW gas-fired power plant. Analyzed documentation, change orders, and contracts to evaluate exposure and entitlement— requiring detailed records management and technical clarity.

Scope of Services

Scope of Services

Our Role: An Owner's Representative Working Exclusively for the City

Rollingwood's City Hall project is an opportunity to create a more functional, durable, and well-coordinated civic facility for the City, its staff, its residents, and its public safety partners. It is also an opportunity to make careful early decisions that improve long-term value: defining the right scope, aligning City and ESD / Westlake Fire Department needs, protecting the public budget, navigating local regulatory requirements, and setting the project up for successful delivery before design and construction commitments are made.

Windsor Group Advisory & Management will serve as an extension of the City of Rollingwood — not as a designer, not as a contractor, and not as a party with divided incentives. Our responsibility is to represent the City's interests first and exclusively. That means protecting the City's budget, clarifying choices, coordinating technical input, reducing staff burden, and helping elected officials make timely, informed, and defensible decisions.

Greg Smith will serve as Windsor's principal point of contact and accountable owner's representative for Rollingwood, supported by Windsor team members as needed for documentation, reporting, technical review, project controls, and procurement support. The City will know who owns the action list, who is briefing leadership, who is tracking budget risk, and who is responsible for bringing forward clear recommendations.

Windsor's role is to manage the complexity around the City, not push that complexity back onto City staff. We will lead the day-to-day project effort, organize consultant and contractor input, manage technical conversations, track budget and schedule risk, prepare decision-ready recommendations, and keep the project moving without asking the City to become its own full-time project management office.

In practice, Windsor will manage the "80 percent" of project work that involves investigation, coordination, technical review, vendor communication, issue tracking, procurement support, cost analysis, and option development. We will then bring the City the "20 percent" that requires owner judgment: clear choices, documented recommendations, budget implications, schedule impacts, stakeholder considerations, and our recommended path forward. The City remains the decision-maker. Windsor makes sure those decisions are informed, timely, and defensible.

Scope of Services Continued

Summary of Windsor's Project Approach

Windsor's approach is organized around a practical sequence of owner-side controls:

Project Phase	Windsor's Primary Role	Key Deliverables
Project initiation	Establish governance and control structure	Project charter, communication protocol, stakeholder matrix, decision log
Due diligence and programming	Define the right project before commitments harden	Existing-condition review, program validation, City/ESD needs matrix, constraints log
Budget strategy	Reverse-engineer scope from the total project cap	Total project budget, target construction budget, contingency structure, budget dashboard
Delivery method	Help the City select the right procurement path	DBB/CMAR comparison, procurement strategy, Council-ready recommendation
Architect procurement and design management	Keep design aligned with scope, budget, and public priorities	Architect RFQ support, milestone reviews, estimate reconciliation, value-decision log
Contractor / CMAR procurement and preconstruction	Bring construction knowledge into the process at the right time	Procurement support, constructability review, schedule/logistics review, GMP or bid review
Construction	Represent the City through active oversight and issue resolution	Field reports, pay application review, change-order log, issue log, deficiency tracking
Closeout and warranty	Leave the City with a complete, usable project record	Punch-list tracking, record document review, O&M/warranty verification, training coordination

This approach is intentionally front-loaded. The most important owner's representative work on this project will happen before the City is locked into a design, budget, delivery method, or construction contract. Windsor will help Rollingwood make those early decisions deliberately, then carry that discipline through execution.

Phase 1: Due Diligence, Programming, and Project Definition

The first and most important step is to avoid committing the City to the wrong project too early.

The RFQ identifies improvement, remodeling, or replacement of the municipal building as potential paths. Those options carry very different implications for scope, budget, schedule, procurement, permitting, City operations, ESD functionality, and long-term value. Before selecting a delivery method, procuring the full design team, or moving into design, the City needs a disciplined project-definition process.

Windsor recommends beginning with a targeted due-diligence and programming phase designed to gather the most important decision-making information while spending as little money as reasonably possible. The goal is not to study endlessly. The goal is to determine what the City is solving for, what the existing building can reasonably support, and which project path offers the best value within the City's budget.

Existing Building and Site Due Diligence

Windsor will help the City determine what level of facilities assessment is needed to support an informed renovation-versus-replacement decision. This may include a targeted facility condition assessment or similar due-diligence effort focused on building systems, structure, envelope, accessibility, life safety, code issues, utilities, site conditions, drainage, and other constraints that could materially affect cost or feasibility.

For a project of this size, due diligence should be practical and purposeful. Windsor will focus the investigation on the questions that affect the City's decision:

- Does the existing building have enough useful life to justify reinvestment?
- Can it support the City's functional and operational needs?
- Can it support ESD / Westlake Fire Department requirements?
- What code, accessibility, MEP, structural, drainage, water-quality, or site issues could create hidden cost?
- Would renovation trigger enough corrective work that replacement becomes more rational?
- Could a new building be delivered within the $4 million total project budget if the scope is controlled early?

Programming and Scope Hierarchy

In parallel with building due diligence, Windsor will lead or support a practical programming effort to confirm what the building actually needs to do before designing what it looks like.

This includes City administrative functions, public interface needs, police or public safety functions if applicable, ESD / Westlake Fire Department needs, storage, meeting space, technology, security, staff workflow, public access, parking, site circulation, and temporary operational requirements during construction.

Windsor will help the City organize the program into a clear scope hierarchy:

- Must-have operational requirements
- Important but adjustable priorities
- Alternates, deferrals, or future-phase items

Programming and Scope Hierarchy Continued

This is especially important because Rollingwood is balancing City functions, potential public safety functions, a fixed budget, local constraints, and public expectations. The project should not drift into a design exercise before the City understands what is essential, what is flexible, and what belongs outside the initial scope if the budget requires discipline.

At the end of this phase, Windsor will prepare a project-definition recommendation for City review. This will summarize the confirmed program, major constraints, existing-building findings, likely scope options, ROM budget comparisons, schedule implications, procurement considerations, and key risks. The deliverable will not be a design solution. It will be a decision tool to help Rollingwood decide whether to proceed with renovation, targeted improvement, expansion, replacement, or a hybrid approach — and then structure the rest of the project accordingly.

Budget Strategy: Reverse-Engineering the Project from the $4 Million Cap

The RFQ identifies a total project budget of no more than $4 million, with $2.5 million authorized by the City and $1.5 million authorized by Travis County ESD No. 9. Windsor will treat that number as a total project control requirement, not simply a construction budget.

Our first budget task will be to build a complete project budget at the outset. That budget will include, as applicable:

- Design and engineering fees
- Owner's Representative services
- Surveys, testing, inspections, and due diligence
- Permitting and regulatory costs
- Construction hard costs
- Contractor general conditions, overhead, profit, and insurance
- Technology, security, AV, furniture, fixtures, and equipment
- Temporary operations or move-related costs, if needed
- Owner contingency
- Design contingency
- Construction contingency
- Closeout and warranty support allowances

From there, Windsor will reverse-engineer the target construction budget. If the City has $4 million total available, we will identify the likely soft costs, owner costs, contingency requirements, and other non-construction costs first, then determine the hard-cost target that the design and construction scope must meet.

That approach protects the City from a common public-project problem: designing to a construction number that does not leave enough room for the rest of the project. At each major phase, Windsor will update the total project budget, reconcile estimates, track contingency, identify pending decisions with cost impacts, and report budget status in a clear format suitable for City staff and City Council.

The budget report will not be a passive accounting document. It will be an early-warning tool that helps the City see trends, understand tradeoffs, and make timely decisions. Windsor will manage contingency as a governed reserve, not a slush fund. Each use of contingency should be tied to a documented issue, decision, change, or regulatory requirement.

Delivery Method and Procurement Strategy

Windsor will help the City evaluate and select the delivery method that best fits the final project definition. The RFQ specifically identifies design-bid-build and Construction Manager at Risk as potential delivery methods, and Windsor will approach that decision deliberately rather than assume the answer in advance.

For renovation, adaptive reuse, and technically constrained projects, Windsor often sees strong value in bringing the contractor into the process early. CMAR can allow the City, architect, contractor, and Owner's Representative to test cost, constructability, phasing, schedule, procurement, and existing-condition risk before the design is too far advanced. That early input can reduce redesign, improve budget certainty, and help the City make better long-term decisions.

That said, Windsor will not recommend CMAR or design-bid-build as a matter of habit. We will evaluate delivery method based on Rollingwood's actual conditions:

- Scope clarity after due diligence and programming
- Renovation versus replacement decision
- Existing-building unknowns
- Need for early contractor pricing and constructability input
- Public transparency and procurement requirements
- Schedule sensitivity
- City and ESD operational needs
- Market conditions
- Budget certainty
- City Council and stakeholder preferences

If CMAR is the best fit, Windsor will help the City structure a compliant and transparent procurement process. If design-bid-build or another method is more appropriate, Windsor will support that path with the same discipline.

Windsor has supported public-sector procurement processes for owners including the Brownsville Communications Complex, Austin ISD, Bastrop EDC, and Hays Central Appraisal District. Our work has included preparing and supporting RFQ / RFP processes, coordinating with procurement departments, developing evaluation criteria, facilitating vendor communications, reviewing submissions, supporting interviews, and helping public owners document award recommendations.

On the Brownsville Communications Complex project, Windsor supported the public owner through multiple procurements and vendor-selection processes, including contractor procurement, architect selection, AV subconsultant engagement, engineering / testing / inspection consultants, security vendors, IT-related vendors, and other specialty service providers. That experience is directly relevant to Rollingwood because this project will likely require more than one major procurement decision. Windsor's procurement role will be to help the City get the right expertise at the right time, in the right sequence, under a process that is fair, compliant, well-documented, and aligned with the City's goals.

Architect Selection and Design-Phase Management

Once the City has completed the appropriate due-diligence and project-definition work, Windsor will assist with the procurement of the architect, consistent with the RFQ.

This may include:
- Developing or refining the architect RFQ
- Defining the design scope based on project-definition findings
- Preparing evaluation criteria
- Supporting pre-submittal communications
- Reviewing qualifications
- Supporting shortlist and interview processes
- Preparing evaluation summaries and recommendation materials
- Assisting with contract scope and fee review
- Coordinating kickoff and design-phase expectations

During design, Windsor will manage the process from the owner's side. We will help establish the design schedule, decision milestones, budget checkpoints, stakeholder review process, City / ESD coordination cadence, and document-review expectations.

Our design-phase focus will include:
- Confirming program alignment
- Managing City and ESD input
- Reviewing design documents for consistency with owner priorities
- Tracking decisions and unresolved issues
- Coordinating cost estimates at key milestones
- Reviewing constructability and phasing considerations
- Monitoring schedule and deliverables
- Supporting value-management decisions
- Preparing Council-ready updates and recommendations

Windsor's role is not to replace the architect's professional judgment. It is to keep the design process aligned with the City's scope, budget, schedule, procurement strategy, operational requirements, and public commitments. A project of this scale does not benefit from unnecessary layers, but it does require disciplined owner-side leadership. Windsor will keep the City close to the decisions that matter and shield City staff from the day-to-day churn that can slow a project down.

Contractor / CMAR Selection and Preconstruction

Windsor will support the City in procuring the general contractor or CMAR, depending on the delivery method selected.

For a CMAR approach, Windsor will help structure a process that evaluates qualifications, team experience, preconstruction approach, staffing, fee proposal, general conditions, project understanding, renovation experience, public-sector experience, and ability to provide meaningful early cost and constructability input.

For a design-bid-build approach, Windsor will help coordinate the bid package, bid schedule, addenda process, pre-bid communications, bid review, scope leveling, and recommendation for award.

Contractor / CMAR Selection and Preconstruction Continued

Once a contractor or CMAR is engaged, Windsor will manage preconstruction coordination with a focus on preventing rework and protecting the budget. That includes:

- Reviewing contractor cost models and assumptions
- Coordinating constructability review
- Testing renovation or replacement assumptions
- Evaluating logistics and phasing
- Reviewing schedule assumptions
- Identifying long-lead items
- Coordinating site investigations
- Managing value-management options
- Supporting GMP or contract-price review, if applicable
- Preparing recommendation materials for City approval

This is where early contractor engagement can be especially valuable. If the City is renovating, the contractor can help identify hidden costs and constructability risks before design is complete. If the City is replacing the building, the contractor can help test whether the budget, site constraints, schedule, and procurement assumptions are realistic.

Windsor's approach is collaborative, but not passive. We want the architect, contractor, consultants, and owner stakeholders solving problems together early, while the cost of change is low. That does not mean surrendering owner control. It means using the right expertise at the right time so the City can make better decisions.

Communication, Governance, and City Council Support

Communication is not a soft service. On a public project, it is a core project control. Windsor will establish a communication and governance structure at the beginning of the assignment so the City knows how decisions will be made, who needs to be involved, when issues will be escalated, and how project information will be reported.

Our communication model is designed to reduce staff burden while maintaining owner control. Windsor will handle technical coordination with architects, engineers, contractors, consultants, vendors, and inspectors. When a City decision is required, we will bring the City a concise recommendation or a defined set of options with budget, schedule, operational, and risk implications clearly explained.

Typical project communication tools may include:

- Project charter
- Stakeholder matrix
- Communication protocol
- Decision log
- Action-item log
- Risk register
- Budget dashboard
- Schedule dashboard
- Procurement tracker
- Change-order log
- Council update materials
- Meeting agendas and minutes
- Monthly executive summaries

Communication, Governance, and City Council Support Continued

Windsor is comfortable presenting in public and political environments. On the Brownsville Communications Complex project, Windsor supported public-facing commission communication and project reporting. On Austin ISD work, Windsor participated in a major community engagement process where technical project information had to be communicated clearly to communities across Austin. On Hays Central Appraisal District, Windsor supported the development and formatting of final reporting and board-level presentation materials for public consumption.

For Rollingwood, Windsor will be prepared to attend, support, and present at City Council meetings, stakeholder meetings, project briefings, and other public or internal sessions as requested by the City. Our goal is to make project information clear enough that City leaders can act with confidence, not force elected officials to sort through technical noise.

Regulatory, Local, and Stakeholder Coordination

The RFQ specifically asks respondents to address knowledge of applicable local, state, and federal regulations, including construction, development, building codes, environmental quality, and drainage. It also assigns evaluation points to knowledge of local issues in Rollingwood and the surrounding region.

Windsor will treat regulatory and local-issue coordination as an early project-management priority. Depending on the final project scope, this may include coordination related to:

- City of Rollingwood permitting
- Building code and accessibility requirements
- Fire and life safety review
- Westlake Fire Department / ESD No. 9 operational and review requirements
- Drainage and stormwater requirements
- Edwards Aquifer / water-quality considerations
- Impervious cover assumptions
- City Engineer review requirements
- Utility coordination
- Site access and construction logistics
- Construction-hour limitations
- Inspection and testing requirements
- Public notice or resident-impact considerations
- Temporary operations and continuity of City services

Rollingwood's project is not occurring in a generic setting. It is a highly visible civic project in a small community with strong neighborhood character, infrastructure sensitivity, drainage concerns, and public accountability. Windsor will identify these constraints early, put them into the project schedule and risk register, and make sure the City is not surprised by issues that could have been anticipated.

This is also where City / ESD coordination matters. ESD / Westlake Fire Department requirements should not be allowed to emerge late as design revisions or operational conflicts. Windsor will help establish a clear process for confirming ESD needs, reviewing operational criteria, integrating fire review timing, and documenting decisions so the City can balance public safety functionality with municipal operations, site constraints, budget, and long-term value.

Construction-Phase Owner Representation

During construction, Windsor will represent the City's interests through active project management, field coordination, documentation, budget tracking, schedule oversight, and issue resolution.

Our construction-phase services will include:
- Establishing construction-phase communication protocols
- Attending and leading project meetings as appropriate
- Tracking RFIs, submittals, ASIs, change events, and owner decisions
- Reviewing contractor schedules and schedule updates
- Monitoring work progress and major activities
- Reviewing pay applications and supporting documentation
- Reviewing change-order requests and pricing
- Evaluating schedule impacts
- Coordinating inspections, testing, and deficiency tracking
- Maintaining site observation reports and photo documentation
- Tracking budget commitments and contingency usage
- Coordinating City, ESD, architect, contractor, vendor, and consultant input
- Escalating risks and unresolved issues
- Preparing regular status reports for City leadership and Council

Windsor's construction role is not passive observation. We will stay engaged in the details that affect budget, schedule, quality, and owner decision-making. When issues arise, our approach is to work through the technical facts with the project team, identify options, seek fair and practical resolutions, and then bring the City a clear recommendation when owner direction is needed.

Windsor will also pay particular attention to coordination among owner-hired vendors and contractor-managed vendors. Small public projects can become complicated when technology, security, AV, furniture, move planning, utilities, inspections, and contractor work overlap. Windsor will help define responsibility early and manage coordination so these items do not become late-stage owner burdens.

Change Management and Cost Control During Construction

Change management is one of the places where an Owner's Representative creates the most value. Windsor will establish a clear change-management process before construction begins. The process will define how potential changes are identified, priced, reviewed, negotiated, approved, tracked, and reported. No change should become a surprise to the City after the fact.

Our change-management process will include:
- Maintaining a change-event log
- Separating owner-requested changes from unforeseen conditions and design-related issues
- Reviewing contractor pricing for reasonableness
- Evaluating labor, material, equipment, subcontractor, general conditions, overhead, and profit assumptions
- Assessing schedule impacts
- Comparing proposed changes against remaining contingency
- Preparing recommendations for City approval or rejection
- Tracking approved changes against the total project budget

Change Management and Cost Control During Construction Continued

The goal is simple: protect the City's budget while resolving legitimate project issues fairly and efficiently. Windsor does not approach change orders as an automatic fight with the contractor. Legitimate changes should be resolved fairly. But every change must be documented, scoped correctly, priced accurately, reviewed against the contract documents, and understood in relation to the total project budget. That is how Windsor protects the City without creating an adversarial project culture.

Closeout, Turnover, and Warranty Support

A project is not complete when the contractor says it is complete. For a municipal facility, closeout must be organized, documented, and useful to the City staff who will operate the building.

Windsor will manage closeout as a formal project phase, including:

- Punch-list coordination and tracking
- Verification of corrective work
- Record drawing and as-built document collection
- O&M manual review and turnover
- Warranty documentation
- Training coordination for City staff
- Testing and inspection closeout
- Final payment review
- Certificate of occupancy and final approvals coordination
- FF&E / technology / security / AV turnover coordination, if applicable
- Warranty log setup
- Post-occupancy issue tracking

We will remain engaged through closeout and warranty support to help the City avoid the common problem of unresolved issues lingering after occupancy. Our objective is to leave Rollingwood with a complete project record, trained staff, documented warranties, and a clear process for addressing post-occupancy issues.

Summary of Windsor's Value to Rollingwood

Rollingwood does not need a generic project manager for this assignment. The City needs a senior owner's representative who can help define the right project before commitments harden, protect a fixed public budget, coordinate City and ESD requirements, guide procurement, and keep elected officials and staff equipped to make clear, defensible decisions. *That is Windsor's role.*

This project is modest in dollar value but meaningful in civic value. A $4 million City Hall improvement involving municipal operations, potential fire department functionality, public procurement, local regulatory constraints, neighborhood sensitivity, and City Council accountability cannot be managed successfully by simply waiting for design to finish and then monitoring construction. The important decisions start earlier: what problem the City is solving, whether improvement, renovation, expansion, or replacement creates the best long-term value, how much construction scope the total budget can actually support, when contractor input is needed, and how City and ESD priorities will be reconciled before they become late-stage conflicts.

Summary of Windsor's Value to Rollingwood Conitnued

Windsor is built for that kind of assignment. Our value is not a large organizational chart or a layered management structure. It is senior, owner-side judgment applied at the right moments. Greg Smith will serve as the City's accountable point of contact, supported by a focused team that can provide reporting, documentation, technical review, procurement support, and project controls without creating unnecessary bureaucracy.

Our approach is intentionally front-loaded. We will help the City answer the right first questions before committing to the wrong solution. We will build the budget backward from the $4 million total project cap, not forward from an aspirational construction scope. We will help structure procurement so the City gets the right architect, contractor, and specialty support at the right time. We will bring contractor and market input into the process when it can still improve the outcome, not after the cost of change is high. We will identify local constraints — including drainage, water-quality, permitting, fire review, neighborhood impact, and continuity of City operations — early enough to manage them.

Most importantly, Windsor will reduce the burden on City staff and elected officials without reducing the City's control. We will absorb the investigation, coordination, technical review, budget tracking, issue management, vendor communication, and documentation required to move the project forward. When City decisions are needed, we will bring forward clear options, budget and schedule implications, stakeholder considerations, and our recommended path.

This is the same owner-side discipline Windsor has applied on public and public-facing assignments including Brownsville CMD, Austin ISD, Bastrop EDC, Hays Central Appraisal District, and All Saints' Gregg House. Brownsville demonstrates our ability to support a civic owner through procurement, reporting, consultant/vendor coordination, and construction-phase issue resolution. All Saints demonstrates our ability to manage a similarly scaled renovation/restoration effort where stakeholder alignment, budget discipline, existing-building conditions, and clear owner decision-making mattered. Hays CAD reflects our ability to develop board-level reporting and public-facing project materials that make technical information understandable and useful.

For Rollingwood, that experience translates into a practical, right-sized approach: principal-led accountability, early scope discipline, total-budget control, transparent procurement, City/ESD coordination, Council-ready communication, local regulatory awareness, and careful execution through closeout.

Windsor will represent Rollingwood's interests exclusively from the first decision through final turnover. Our commitment is to help the City set the project up correctly, make disciplined decisions, avoid preventable surprises, and deliver a facility solution that serves Rollingwood well beyond the construction period.

References

Project References

Windsor Group Advisory & Management LLC is pleased to provide the following references. The first three entries are municipal or public-sector references, consistent with the RFQ's preference for similar clients and municipal government experience in Texas. Additional institutional references are included because they are relevant to Rollingwood's facility type, budget scale, renovation complexity, stakeholder environment, and owner-side decision-making needs.

Municipal Project: City of Brownsville, Texas
Windsor supported the City on a civic facility renovation involving public-sector project coordination, procurement support, consultant and contractor coordination, budget awareness, stakeholder communication, and project reporting. This reference is directly relevant to Rollingwood's need for a public-owner representative in a civic facility environment.

MUNICIPAL REFERENCE	CONTACT INFO
Flip Romero Director of Communications & Marketing Port of Laredo *Formerly AISD & City of Brownsville*	fgromero@ci.laredo.tx.us 210.304.9275
Helen Ramirez Director, Economic & Business Development City of San Marcos *Formerly City Manager, City of Brownsville*	hrameriz@sanmarcostx.gov 512.966.5161

Municipal Project: Hays Central Appraisal District, Texas
Windsor supported Hays CAD with facility planning and feasibility-related services for its office/facility needs, including project direction, facility requirements, budget implications, and leadership decision support. This reference is relevant to Rollingwood's early project-definition needs.

MUNICIPAL REFERENCE	CONTACT INFO
Laura Raven Chief Appraiser Hays Central Appraisal District	lraven@hayscad.com 512.268.2522

Project References Conitnued

Municipal Project: City of Georgetown, Texas
Windsor supported Georgetown's Downtown Master Plan Update with development advisory and public-sector planning support related to implementation, feasibility, stakeholder priorities, and municipal decision-making. This reference is relevant to owner-side advisory support in a municipal environment.

MUNICIPAL REFERENCE	CONTACT INFO
Kim McAuliffe Director, Downtown & Tourism City of Georgetown	kim.mcauliffe@georgetown.org 512.930.2027

Non-Municipal Project: St. Austin Catholic Church & School, Austin, Texas
Windsor supported St. Austin's through a complex, multi-phase redevelopment involving institutional ownership, stakeholder coordination, design and construction oversight, budget and schedule management, and owner-side decision support.

REFERENCE	CONTACT INFO
Trish Dolese Parish Finance Council St. Austin Catholic Church & School	pdolese@emmausprojects.com 512.656.3185

Non-Municipal Project: All Saints' Episcopal Church, Austin, Texas
Windsor is supporting All Saints on the approximately $4 million Gregg House renovation, an administrative and community-serving building project involving project definition, stakeholder coordination, budget management, schedule awareness, and owner representation.

REFERENCE	CONTACT INFO
Genevieve Razim Rector All Saints' Episcopal Church	genevieve@allsaints-austin.org 281.881.8557

Quality Control

Quality Control

Windsor Group's approach to quality control is based on a simple principle: the least expensive time to solve a project issue is before it becomes field rework, a change order, or a public-facing decision problem. For Rollingwood, quality control should not be limited to periodic construction observation after the work is already in place. It should begin during scope definition and design, continue through procurement and preconstruction, and remain active through construction, closeout, and warranty.

This is especially important for a municipal building project with a defined budget, public accountability, existing-building conditions, and multiple stakeholders, including the City and Travis County ESD No. 9 / Westlake Fire Department. Windsor's role will be to help the City make informed decisions early, document expectations clearly, verify that the project team is working from the same set of assumptions, and identify issues before they become expensive.

Quality Control Philosophy: Resolve Risk When the Cost of Change Is Low

Windsor's quality control process is intentionally front-loaded. We believe the best owner's representative is not simply the person who catches problems in the field; it is the person who helps the owner, architect, contractor, consultants, and key users avoid preventable problems before construction begins.

For Rollingwood, that means Windsor would emphasize:

- Early design involvement so that scope, budget, code, operational, and constructability issues are identified before drawings are finalized.
- Early contractor engagement, where appropriate, to test assumptions, review cost implications, evaluate phasing, and identify constructability issues before they appear in the field.
- Structured preconstruction meetings that align the City, architect, contractor, consultants, vendors, and users around expectations, constraints, schedule, documentation, and decision-making protocols.
- Trade-specific pre-installation meetings before critical scopes begin, with Windsor participating to review the applicable specification section, drawings, site conditions, mock-up requirements, submittals, quality expectations, and coordination needs.
- Mock-ups, first-in-place reviews, and early inspections so the team agrees on qualitative expectations before large areas of work are installed.
- Clear documentation through issue logs, decision logs, change-order logs, field reports, photo documentation, pay application checklists, deficiency lists, and closeout trackers.

This approach is collaborative, not adversarial. Windsor's goal is not to "catch" the architect, contractor, or consultants in mistakes. Our goal is to create a project environment where expectations are clear, issues are surfaced early, and the City receives a durable, cost-effective, technically appropriate project with minimal owner risk.

Design and Document Quality Control

During planning and design, Windsor will review the architect's and consultants' documents for consistency, constructability, scope alignment, cost-effectiveness, and coordination. This review will not replace the professional responsibility of the architect or engineers; rather, it will provide the City with an owner-side review focused on budget, operations, long-term maintainability, public accountability, and risk.

Windsor's design-phase QC process will include:

- Reviewing design documents and specifications for consistency with the City's approved scope, budget, operational priorities, and schedule.
- Cross-checking drawings against specifications to identify gaps, conflicts, exclusions, or unclear scope before procurement.
- Reviewing architectural, civil, structural, MEP, fire protection, technology, security, and owner-furnished scope for coordination risks.
- Confirming that City and ESD operational requirements are documented and incorporated at appropriate design milestones.
- Identifying design decisions that may create avoidable cost, maintenance, phasing, or constructability issues.
- Maintaining a design comment log that tracks Windsor's comments, architect/consultant responses, unresolved items, and decisions required from the City.
- Supporting milestone cost reviews and estimate reconciliation so the City understands whether the design remains aligned with the total project budget.

For a project like Rollingwood's, where improvement, remodeling, or replacement may involve existing-building constraints, this design-phase review is critical. Existing municipal buildings often contain unknowns, legacy conditions, utility constraints, code issues, accessibility issues, drainage impacts, and operational limitations that can create downstream cost exposure. Windsor's process is designed to identify those issues early and help the City make disciplined decisions while options are still available.

Procurement, Bids, and Scope Quality Control

Windsor will support the City's procurement process with a focus on clarity, fairness, completeness, and defensibility. Quality control during procurement means making sure bidders or proposers understand the work, the City receives comparable responses, exclusions are identified, and scope gaps are resolved before award.

Windsor's procurement QC process will include:

- Reviewing RFQs, RFPs, bid forms, instructions to proposers, scopes of work, and evaluation criteria for clarity and alignment with the City's procurement requirements.
- Helping develop bid packages or proposal requirements that reduce ambiguity and produce comparable responses.
- Reviewing contractor assumptions, clarifications, alternates, unit prices, allowances, exclusions, and schedule commitments.
- Preparing bid or proposal comparison tools that distinguish true value from incomplete pricing.

Windsor's Procurement QC Process will Include Continued

- Checking that contractor pricing aligns with the drawings, specifications, addenda, and owner requirements.
- Identifying scope gaps between owner-hired vendors, contractor-provided work, consultant scope, utility work, technology, security, FF&E, and permitting responsibilities.
- Preparing recommendation summaries that are suitable for City leadership and, when needed, City Council consideration.

This is especially important where multiple parties may touch the same scope. For example, technology, access control, furniture, fire/life safety, utilities, refrigeration or specialty equipment, and owner-furnished items can easily fall into gaps between the owner, contractor, consultants, and vendors. Windsor's role is to identify those gaps early, assign responsibility clearly, and help the City avoid late-stage coordination surprises.

Contractor, Consultant, and Vendor Work Quality Control

During construction, Windsor will monitor the contractor's work and consultant responses for general conformance with the contract documents, the approved scope, the project schedule, and the City's expectations. Windsor will maintain regular field presence and will document observations through site reports, photographs, deficiency lists, meeting minutes, and issue logs.

Windsor's construction-phase QC process will include:

- Frequent site walks to observe progress, workmanship, sequencing, and general conformance with the contract documents.
- Review of contractor work against drawings, specifications, approved submittals, RFIs, ASIs, change directives, and other project documents.
- Coordination with the architect, engineers, inspectors, testing agencies, and City representatives regarding observed deficiencies or unresolved issues.
- Tracking of submittals, RFIs, ASIs, field reports, testing reports, inspection results, deficiency items, and punch-list items through resolution.
- Documenting non-conforming or questionable work promptly and communicating it to the appropriate parties.
- Verifying that corrected work has been reinspected, accepted, or otherwise resolved by the appropriate design professional or authority.
- Maintaining photo documentation of progress, concealed conditions, deficiencies, completed work, and corrected items

Windsor places particular emphasis on inspections before work is concealed. For example, after rough-ins and before walls or ceilings are closed, Windsor will walk affected spaces with the contractor, design team, and owner representatives as needed to verify that key infrastructure, equipment, blocking, penetrations, access panels, technology pathways, fire/life safety elements, and owner requirements are located correctly. These inspections help avoid costly rework and give the City confidence that decisions are being checked before the project advances to the next stage.

Trade Pre-Installation Meetings, Mock-Ups, and First-In-Place Reviews

Windsor strongly believes that trade-specific pre-installation meetings are one of the most effective quality control tools on a construction project. Before significant or risk-sensitive scopes begin, Windsor will work with the contractor to conduct focused pre-installation meetings for relevant trades.

These meetings may include, as applicable:
- Review of the applicable specification section.
- Review of contract drawings and relevant details.
- Review of approved submittals and product data.
- Review of mock-up or sample requirements.
- Review of site conditions and sequencing constraints.
- Review of testing, inspection, and documentation requirements.
- Review of coordination with adjacent trades and owner vendors.
- Confirmation of responsible parties, schedule, access, safety, and communication protocols.

For scopes where workmanship, finish quality, waterproofing, envelope performance, or coordination are critical, Windsor will advocate for mock-ups or first-in-place reviews. If a full mock-up is not practical, Windsor will recommend controlled installation of a limited initial area so the team can review quality before the work is repeated across the project.

This process helps the City avoid a common construction failure: discovering too late that the contractor, subcontractor, architect, and owner had different expectations for the finished work.

Invoicing and Pay Application Quality Control

Windsor will review contractor pay applications, consultant invoices, and vendor invoices against the contract, approved scope, schedule of values, work completed, stored materials, approved change orders, retainage requirements, and supporting documentation.

For contractor pay applications, Windsor's process will include:
- Reviewing each pay application against the approved schedule of values and contract amount.
- Confirming that approved change orders are properly incorporated and pending changes are not billed prematurely.
- Comparing billed percentages to observed work in place.
- Walking the project with the contractor, as appropriate, so the contractor can identify the work being billed.
- Reviewing stored material charges for proper backup, including invoices, delivery tickets, photographs, insurance documentation, and verification of delivery or secure storage.
- Checking retainage, previous payments, current payment requested, and balance to finish.
- Confirming that required lien waivers, affidavits, certified payrolls if applicable, or other contract-required documents are included before recommending payment.

For Contractor Pay Applications, Windsor's Process will Include Continued

- Providing the City with a clear recommendation for approval, revision, or withholding.

For consultant and vendor invoices, Windsor will review the invoice against the approved agreement, authorized scope, progress to date, reimbursables, additional service requests, and any task-order limitations. The objective is to protect the City while keeping the project team paid fairly and on time for properly completed and documented work.

Quantities, Allowances, Unit Prices, and Cost Verification

Windsor will review quantities and pricing with a practical owner-side lens. When a change order, allowance draw, unit price item, or bid clarification depends on quantities, Windsor will verify that the quantities are reasonable and tied to the scope of work. This may include:

- Reviewing contractor takeoffs and backup.
- Comparing proposed quantities to drawings, field conditions, specifications, and photographs.
- Requesting subcontractor quotes, material invoices, labor breakdowns, equipment rates, and markups where appropriate.
- Reviewing unit prices against contract terms or market reasonableness.
- Confirming that proposed work is not already included in the base scope.
- Reviewing credits for deleted or reduced work.
- Checking whether a proposed change affects schedule, sequencing, general conditions, or contingency use

Windsor's approach is firm but fair. We do not believe in reflexively beating down a contractor when a change is legitimate and substantiated. We do believe every change should be tied to the contract documents, priced accurately, supported by backup, and explained clearly enough that the City can approve it with confidence.

Change Order Quality Control

Windsor's strongest change-order control is early prevention: better scope definition, early constructability input, preconstruction coordination, thorough document review, and disciplined issue tracking. When changes do arise, Windsor will manage them through a structured process.

Windsor's change-order QC process will include:

- Maintaining a change-order log that tracks potential changes, formal proposals, pending items, approved changes, rejected items, cost impacts, schedule impacts, contingency use, and decision status.
- Reviewing each proposed change against the contract documents, drawings, specifications, RFIs, ASIs, field conditions, and prior meeting documentation.
- Confirming whether the work is truly a change or already part of the contractor's scope.
- Reviewing labor, material, equipment, subcontractor costs, markups, quantities, schedule impacts, and credits.
- Coordinating review with the architect, engineers, and City as appropriate.
- Negotiating fair and equitable resolution when pricing, quantities, entitlement, or schedule impacts are unclear.
- Providing the City with a written recommendation before approval.
- Tracking approved changes against the total project budget and contingency.

This process is particularly important for a public project because change orders are not only cost events; they are governance events. The City needs a documented basis for approving or rejecting changes, and Windsor will help maintain that record.

Issue Resolution and Escalation

Windsor will maintain an active issue log throughout the project. Each issue will be assigned a responsible party, due date, status, cost implication, schedule implication, and required decision. This tool will be reviewed regularly in project meetings and used to prevent unresolved items from drifting.

Issues will be escalated based on severity:
- Field-level coordination items will be resolved with the contractor, architect, consultants, and affected vendors.
- Cost, schedule, scope, or stakeholder-impact items will be elevated to the owner core team.
- Policy, budget, procurement, or public-facing decisions will be prepared for City leadership or City Council consideration, as directed by the City.

This escalation process helps preserve momentum while ensuring that the right decisions are made at the right level.

Closeout and Warranty Quality Control

Windsor will treat closeout as an active phase, not an administrative afterthought. For small municipalities, poor closeout can create long-term burden for staff, especially when record documents, warranties, training, O&M manuals, and unresolved punch-list items are incomplete.

Windsor's closeout QC process will include:
- Coordinating substantial completion inspections and punch-list development.
- Tracking punch-list items through completion.
- Verifying delivery of record drawings, O&M manuals, warranties, attic stock, keys, access credentials, testing reports, inspection approvals, and closeout documents.
- Confirming that City staff receive required training for building systems and equipment.
- Coordinating owner vendor turnover, technology turnover, FF&E completion, and occupancy-related activities.
- Maintaining a warranty log after completion and helping the City track warranty requests through resolution.

The goal is for the City to receive not only a completed building, but a usable, documented, maintainable facility.

Relevant Examples

St. Austin's Catholic Parish Redevelopment — Mock-Ups and Early Quality Alignment
On the St. Austin's Catholic Parish Redevelopment, Windsor used mock-ups as a practical quality control tool to align expectations before repeated work proceeded. A classroom mock-up was completed in advance so the owner, design team, contractor, and users could understand and evaluate the expectations for the finished space. The exterior envelope was also mocked up and reviewed by the full team. Windsor participated in a formal punch review of the mock-up so that items such as grout color, connections, finish quality, and waterproofing tie-ins were reviewed and resolved before the work was broadly installed.

St. Austin's Catholic Parish Redevelopment Example Continued

This is the same philosophy Windsor would bring to Rollingwood: establish quality expectations early, review work in a controlled setting, document comments, and correct issues before they become widespread or expensive.

Kwik Ice Light Industrial / Flex Project
Early Contractor and Specialty Vendor Coordination

On the Kwik Ice light industrial / flex project, Windsor brought the contractor into the process during schematic design so the team could engage in large-scale design assist with the pre-engineered metal building subcontractor. Rather than waiting until construction for the specialty subcontractor to identify conflicts through shop drawings, the team involved the expert early while design decisions were still flexible.

This early contractor and subcontractor involvement helped the client evaluate constructability, structural approach, pricing, and procurement strategy before the project moved too far downstream. Windsor also helped coordinate early with a refrigeration vendor and, after owner requirements were clarified, helped transition that scope to the general contractor so it could be managed within the construction contract. This reduced owner coordination risk and created a clearer path for delivery. For Rollingwood, the lesson is directly applicable: when specialized scopes, public safety requirements, existing-building constraints, or owner vendors are involved, the owner's representative should facilitate early coordination so responsibility is clear before construction begins.

Brownsville Communications and Marketing Department Renovation
Change Order Review and Contract Enforcement

On the Brownsville CMD project, Windsor reviewed and negotiated a roofing-related change order after field inspections showed that the contractor had not followed the repair methodology outlined in the contract documents. Windsor had performed routine inspections, documented the work with photographs, and previously requested that the contractor adjust its approach to comply with the documents.

When the contractor later submitted a change related to roof damage, Windsor was able to rely on the contract documents, prior written direction, and photo documentation to challenge the request. That process resulted in more than $60,000 in negotiated savings for the owner. This example demonstrates Windsor's approach to change-order quality control: understand the documents, inspect the work, document issues contemporaneously, communicate expectations clearly, and protect the owner with facts rather than opinion.

Summary

Windsor's quality control process is designed to give Rollingwood confidence before, during, and after construction. We will focus on early risk identification, clear documentation, collaborative preconstruction planning, trade-specific alignment, rigorous invoice and change-order review, frequent field observation, mock-ups and first-in-place reviews, deficiency tracking, and disciplined closeout. For the City, this means fewer surprises, stronger documentation, better cost control, clearer decisions, and a higher likelihood that the final project meets the City's operational, budgetary, technical, and public-accountability requirements.

Additional Data

Example

PROJECT STATUS REPORT

April 1, 20XX

WINDSOR GROUP ADVISORY & MANAGEMENT

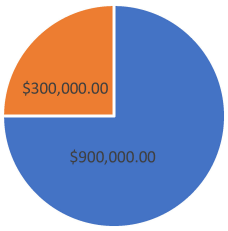
SCHEDULE SUMMARY

Construction NTP:	December 18, 20XX	**Project Duration:**	112
Today's Date:	April 1, 20XX	**% of Duration Used:**	94%
Total Days Complete:	105	**Total Days Added:**	0
Substantial Completion:	April 8, 20XX		

FINANCIAL SUMMARY

DRAW SUMMARY

Contract Current GMP Value:	$1,200,000.00
Contrator Paid to Date:	$900,000.00
Pay App's Submitted:	5



CHANGE SUMMARY

Total COR's Submitted	22
Total COR's in Review	2
Total Executed COR's	14
Value of COR's in Review:	$7,500.00
Value of Approved COR's:	$50,000.00
GC Contingency Remaining:	$5,500.00
% GC Contingency Remaining:	17.4%
Owner Contingency Remaining:	$15,000.00
% Owner Contingency Remaining:	47.4%
GMP Allowances:	$30,000.00
Approved Allowances Balance:	$15,000.00
Anticipated Allowances:	$25,000.00
Allowances Anticipated Delta:	$5,000.00

RISK SUMMARY

Total # of Cost Exposures:	3	**Potential Change Orders:**	0
Exposures Estimated Value:	$8,250.00		

Exposures Include: Wood Floors change in material due to lead time and floating of the floor, Door Hardware possible change, Exit sign extension code compliance investigation

STATUS / WORK COMPLETED

Paint nearly complete, Test and balancing done and report issued, D1 lighting fixtures on site now and being installed, receptionist millwork has started at desk area (4-/8 - 4/12 is targeted completion of the millwork in this area), technion demountable glazing systems installed, pre-testing of the fire alarm system before end of the week, tracking mid-April for FF&E delivery, Drapes will arrive on site for Thursday,countertop stone expected for next week, safe move - 4/17 (Owner has communicated security needs to be up), final cleans are starting and will continue through to completion, AV and data work to start this week or begininning of next.

Pay Application #3 is has been reviewed and final pay app sent to Owner for approval. Two CE's are in discussion with Contractor to finalize and then will be sent to Owner for approval.

Hypthetical Project Budget Example - City of Rollingwood

WINDSOR GROUP ADVISORY & MANAGEMENT

Civic Building, Renovation

Land Costs:		COST		COST / RSF		SPENT TO DATE	Notes / Assumptions
Land Purchase Price:	$	-	$	-			*No land purchase*
Due Diligence							
Architectural Feasibility / Concept Plan	$	5,000					*Proposal in hand*
Civil Site Study & Feasibility	$	7,000					*Typical cost from preious civil feasibilities*
Entitlements Review & Analysis	$	7,500					*Typical cost from preiously completed entitlement review*
Geotech Report	$	5,500					*Typical cost. Ay fluctuate based on land size and site abnormalities*
ALTA Survey	$	7,500					*Typical cost*
Environmental Report	$	2,500					*Typical cost*
PM Support	$	20,000					*Estimation*
Due Diligence Total:	**$**	**55,000**					
Soft Costs (inc. A/E, subconsultants,inspections, PM, etc.):							
Architect	$	150,000	$	10			*Estimated from proposals of similar sized project*
Civil Engineer & Landscape	$	125,000					*For SDP, Site civil, and landscape*
Consultants / 3rd Party Inspections	$	30,000					*Assumption that some specialty consultants and inspections may be needed*
Project Management	$	200,000					*Based on 4% fee submitted*
Pre-construction Fee	$	25,000					*Contractors often waiver this or small fee*
Signage / Branding / Art	$	25,000					*Assuming some signage by owner*
Soft Cost Contingency	$	55,500					*Holding 10% of soft costs for now until further refined and more certainty*
ROM Soft Costs:	**$**	**610,500**	**$**	**41**	**$**	-	
Construction Hard Costs:							**Notes / Assumptions**
Base Build (all contractor scope):	$	3,000,000	$	200			*From IE2 bid - updated with negotiated costs, new PEMB vendor cost, and clarified assumptions*
Cabling & IT	$	30,000					*AV and IT scope contracted through owner, guesstimate on cost, will depend on what's required*
OFOI / Appliances	$	10,000					*General assumption, will verify if needed (fridge, microwave, etc)*
Escalation	$	106,400					*Construction to start in 12 months, assume 3.5% escalation*
Off-sites	$	-					*Assuming no off-site construction*
Owner Contingency	$	235,980					*Recommend 7.5% of cost of work at this stage*
ROM Hard Costs:	**$**	**3,382,380**	**$**	**225**			
Other Costs:							
Permits / Fees	$	75,000					*Typically not held in hard costs, placeholder for now. Permitting costs and impact / utility fees*
Austin Energy Related Cost	$	35,000					*Depends on site conditions and design and renovation vs new build*
Legal / Accounting	$	15,000					*Holding as allowance, likely some funds have been expended here*
FF&E	$	-	$	-			*Assuming no FF&E at this time*
ROM Costs:	**$**	**125,000**			**$**	-	
Total Project Costs	$	4,117,880	$	274.53			
ROM Project Budget:	**$**	**4,118,000**	**$**	**274.53**			
Total Spent to Date (inc land):					**$**	-	

Notes / Assumptions:

***This is a draft / hypothetical project budget simply for the purposes of showing our budgeting form and process. This is continually updated at cost certainty increases through pre-con.**

*Permitting fees and expediting are not included with GC GMP

*Assumes Signage branding and art should be held in overall budget

*Assumes 7.5% owner contingency on hard costs at this time

*Assumes 10% Soft Cost Contingency

*Assumes project start is Summer 2027, target of July / August timeframe

*No FF&E is included in the budget

*Assumes we would utilize a CMAR delivery ethod.

*Contractor costs are still being reviewed for scope accuracy

*Budget shows no off-site utility work.

*There may be accounting or other administrative related costs that are not being shown here.

*No Tarrif related increases or cost changes have been factored into this beyond market level pricing

*Permitting fees and impact fees are based on a separate estimate using past project knowledge but are subject to change based on actual conditions.

*Base Build Hard Cost would coms from most recent cost estimate provided from by contractor.

*Costs are still evolving and being determine and subject to change up to Construction Documents Design Phase









The transformation of a former auto supply store into a vibrant, multi-functional complex for the City of Brownsville. The facility now houses the Communications and Marketing Department, the Convention and Visitors Bureau (CVB), the Office of Space Commerce, and Brownsville TV. The complex has become a cornerstone of Brownsville's downtown revitalization, promoting collaboration and community engagement.

Public Funding Management
The project was funded entirely through Public, Educational, and Governmental (PEG) funding, allocated to support public-access facilities. Windsor Group helped navigate funding guidelines to ensure compliance while maximizing facility functionality for public broadcasting and educational programming.

Video Link:
https://www.youtube.com/watch?v=q8uEhK42fl4&t=89s

PROJECT TYPE
Adaptive Re-Use / Historic Renovation

CLIENT
City of Brownsville

LOCATION
Brownsville, TX

COMPLETION
2023

PROJECT SIZE
12,000 SQ FT

PROJECT BUDGET
$5 Million

WINDGRO-03 TCUEVAS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/29/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 1421 Hanz Dr New Braunfels, TX 78130	CONTACT NAME: Thalia Cuevas PHONE (A/C, No, Ext): (830) 730-5375 FAX (A/C, No): E-MAIL ADDRESS: thalia.cuevas@alliant.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Massachusetts Bay Insurance Company	22306
INSURED Windsor Group Advisory & Management, LLC 2105 East MLK Jr Blvd Suite 220 Austin, TX 78702	INSURER B : Hiscox Insurance Company Inc.	10200
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$	1,000,000
	CLAIMS-MADE X OCCUR			ODDH606514	5/12/2025	5/12/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$	300,000
							MED EXP (Any one person)	$	5,000
							PERSONAL & ADV INJURY	$	Included
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$	2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$	Included
	OTHER:							$	
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
	ANY AUTO			ODDH606514	5/12/2025	5/12/2026	BODILY INJURY (Per person)	$	
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$	
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$	
								$	
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$	
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$	
	DED RETENTION $							$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N / A						E.L. EACH ACCIDENT	$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$	
							E.L. DISEASE - POLICY LIMIT	$	
B	Professional Liab			ANE4817699.25	5/12/2025	5/12/2026	Each Occurrence/Agg		1,000,000
B	Professional Liab			ANE4817699.25	5/12/2025	5/12/2026	Retention		2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The general liability and commercial auto policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The general liability, and commercial auto policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. The "Primary and Non-contributory" wording is included in the General Liability & Automobile Additional Insured Endorsement where there is a written contract that requires such status.

CERTIFICATE HOLDER

City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Bryan R Day

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Contact Information

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Austin, TX 78702

Phone: 512.222.7979
Email: gregs@windsor-groupllc.com
Website: windsor-groupllc.com

Results.
Disciplined cost and schedule, robust quality, clean audits, smooth approvals, and a project delivered with clarity, confidence, and trust.

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff

Agenda Item:

Update and discussion on the proposed firm water contract with the Lower Colorado River Authority (LCRA) for the purchase of up to 499 acre-feet per year of raw water

Description:

As part of the City of Rollingwood's ongoing efforts to secure long-term water reliability for the community, staff has been pursuing the acquisition of raw water rights through a proposed Firm Water Contract with the Lower Colorado River Authority (LCRA). The proposed agreement would provide the City with access to purchase up to 499 acre-feet per year of firm raw water, improving Rollingwood’s water supply security as water resources throughout Texas become increasingly constrained.

Following receipt of a proposed contract from LCRA, staff conducted an initial review, and asked the City Attorney to perform a legal review. Due to the complexity of the agreement and the highly specialized nature of Texas water law and water supply contracts, the City Attorney recommended that the City engage outside counsel with specific expertise in this area.

The City retained Mary E. Adair of Branscomb Law, who is skilled in Texas water law and water supply matters, to perform a comprehensive review of the proposed agreement. Ms. Adair's review identified several provisions and issues that necessitate further discussion and clarification with LCRA before the contract is formally presented to the City Council for consideration and possible approval.

We are currently working with LCRA representatives to address Ms. Adair’s questions and comments to ensure that the final agreement appropriately protects the City's interests while providing the intended long-term water supply benefits.

LCRA originally required execution of the contract by the City by June 18, 2026. In recognition of the complexity of the contract and the City's ongoing review process, LCRA has agreed to significantly extend the deadline. The revised deadline for approval and execution of the agreement is now September 30, 2026, which LCRA has indicated is a firm deadline. The additional time will allow staff and legal counsel to continue discussions with LCRA, resolve outstanding issues, and prepare a finalized agreement for City Council consideration.

At this time, staff anticipates bringing the proposed contract back to City Council for formal review and potential action at the regular meeting in July or August, subject to completion of negotiations and resolution of the remaining legal and operational questions identified during the contract review.

Action Requested:

No action is necessary on this item

Fiscal Impacts:

Any fiscal impact from this item can be paid for using funds already included in the City's budget

Attachments:

- Initial Proposed Rollingwood Contract with LCRA (2026-2066)

FIRM WATER CONTRACT

By and Between

LOWER COLORADO RIVER AUTHORITY

And

CITY OF ROLLINGWOOD

FIRM WATER CONTRACT

This Contract is entered by and between the LOWER COLORADO RIVER AUTHORITY (hereinafter, together with its successors and assigns, "LCRA") and CITY OF ROLLINGWOOD, (hereinafter, together with its successors and assigns as provided herein, "PURCHASER"), who, in mutual consideration of the provisions herein contained, agree as follows:

CONTRACT

1. STANDARD TERMS AND CONDITIONS 1
2. GENERAL TERMS, EXCEPTIONS & SPECIAL CONDITIONS 1
2.1 Incorporation of Exhibits. 1
2.2 Maximum Annual Quantity 1
2.3 Loss Factor 1
2.4 Points of Availability. 2
2.5 Maximum Diversion Rate. 2
2.6 Type of Use. 2
2.7 Service Area. 2
2.8 Term of Contract. 2
2.9 Previous Contract. 2
2.10 Notice 2
2.11 Permit(s) May Be Required. 2

1. STANDARD TERMS AND CONDITIONS

Except as expressly provided in Section 2 of this Contract, the Parties agree to the standard terms and conditions attached hereto as Exhibit A.

2. GENERAL TERMS, EXCEPTIONS & SPECIAL CONDITIONS

2.1 Incorporation of Exhibits.

All Exhibits attached to this Contract are incorporated herein by this reference in their entirety and made a part hereof for all purposes.

2.2 Maximum Annual Quantity

The MAQ is 499 acre-feet per year from the Effective Date. Of this amount, no more than 493 acre-feet per annum of raw or untreated water may be diverted by or on behalf of PURCHASER at the Point of Availability.

2.3 Loss Factor

The Loss Factor for this Contract shall be 1.23% of the amount made available at the Point of Availability. PURCHASER acknowledges that this Loss Factor reflects estimated conveyance, delivery, and system losses from Lake Travis to the Point of Availability.

2.4 Points of Availability.

The Point of Availability is Lake Austin in Travis County, Texas as described and depicted in Exhibit B.

2.5 Maximum Diversion Rate.

The maximum diversion rate authorized under this contract is 1.55 cubic feet per second when diverted at an intake solely used by PURCHASER. In the event PURCHASER's diversions are at an intake serving additional customer(s) of LCRA, PURCHASER shall notify LCRA of the maximum diversion rate prior to the initiation of diversions from such intake.

2.6 Type of Use.

This Contract is authorized for Municipal use consistent with Section 1.F. of Exhibit A.

2.7 Service Area.

Water supplied under this contract shall only be used within that certain area in Travis County as described in Exhibit C and depicted in Exhibit D, together hereinafter called the "Service Area."

2.8 Term of Contract.

The term of this Contract is 40 years unless terminated earlier by either party consistent with Exhibit A.

2.9 Previous Contract.

There is no contractual relationship between parties prior to the Effective Date.

2.10 Notice.

All notices and invoices to PURCHASER shall be addressed to:

City of Rollingwood
403 Nixon Dr.
Rollingwood, Texas 78746

All payments to LCRA shall be made to the address on the invoices received by PURCHASER. All notices to LCRA shall be addressed to:

Lower Colorado River Authority
Attn: Raw Water Sales
P.O. Box 220
Austin, Texas 78767
firmwater@lcra.org for email transmission

Lower Colorado River Authority
Attn: River Operations
P.O. Box 220
Austin, Texas 78767
(512) 473-3551 for facsimile transmission

2.11 Permit(s) May Be Required.

PURCHASER may not impound, divert, or use water under this Contract unless PURCHASER, in accordance with the substantive rules of the Texas Commission on Environmental Quality (TCEQ), Army Corps of Engineers (USACE), U.S. Fish and Wildlife Service ("USFWS"), Texas

Parks and Wildlife Department ("TPWD"), or any other local, state, or federal regulatory authority, obtains and maintains any water rights permit, wastewater discharge permit, dredge and fill permits, any required approval related to threatened or endangered freshwater mussels that may occur in the vicinity of the PURCHASER's diversion facilities, or any other similar permit, that is necessary to authorize PURCHASER'S impoundment, diversion and/or consumptive use, and subsequent discharge, of water consistent with this Contract.

SIGNED BY:

Lower Colorado River Authority	City of Rollingwood
By: _____	By: _____
Monica Masters, P.E. Senior Vice President, Water Resources	Name: _____
	Title: _____
Date: _____	Date: _____

EXHIBITS

A. Standard Contract Terms and Conditions
B. Description of Point(s) of Availability
C. Description of Service Area
D. Depiction of Service Area
E. Water Conservation Plan
F. Drought Contingency Plan
G. Demand Schedule

Exhibit A

Standard Contract Terms and Conditions

Exhibit A

STANDARD CONTRACT TERMS AND CONDITIONS

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I. WATER SUPPLY

A. PERMIT(S) MAY BE REQUIRED

PURCHASER may not impound, divert, or use water under this Contract unless PURCHASER, in accordance with the substantive rules of the Texas Commission on Environmental Quality ("TCEQ"), U.S. Corps of Engineers, or any other local, state, or federal regulatory authority, obtains and maintains any water rights permit, wastewater discharge permit, dredge and fill permits, or any other similar permit, that is necessary to authorize PURCHASER'S impoundment, diversion and/or consumptive use, and subsequent discharge, of water consistent with this Contract.

B. MAXIMUM ANNUAL QUANTITY & LOSS FACTOR

From and after the Effective Date hereof, PURCHASER shall have the right to a Maximum Annual Quantity (MAQ) of raw or untreated water per annum made available by LCRA as set forth in the terms of the Contract. For purposes of this Contract, the term "made available" refers to the greatest of: (i) the amount of water released from LCRA firm supplies to allow for diversions by or on behalf of PURCHASER; or (ii) the amount of water diverted by or on behalf of PURCHASER at the Point(s) of Availability plus, if applicable, the Loss Factor (defined below) times the amount of water diverted.

Notwithstanding the foregoing, in the event that PURCHASER's Point(s) of Availability are located downstream of Lake Travis, PURCHASER and LCRA agree that calculations of Maximum Annual Quantity and the amount of water made available under this Contract will be based on the amount of water which LCRA makes available for diversion by or on behalf of PURCHASER at the Point(s) of Availability plus the Loss Factor as set forth in this Contract.

In the event that PURCHASER'S Point(s) of Availability are located downstream of Lake Travis, the Contract will specify a Loss Factor. The Loss Factor represents LCRA's best available estimate of the conveyance, delivery, or system loss incurred to provide water under this Contract. LCRA hereby reserves the right to modify the Loss Factor and make any associated changes to the MAQ, at any time, based on any revised estimates of conveyance, delivery, or system loss associated with the delivery of water to PURCHASER, including but not limited to changes in the source of supply LCRA uses to make water available to PURCHASER or updated and substantiated information related to river or canal losses.

PURCHASER may, at its option, conduct its own investigation of conveyance, delivery, or system losses, associated with the delivery of water by LCRA under this Contract. If PURCHASER conducts such study in accordance with LCRA's then-current Water Contract Rules, it shall provide to LCRA in a written report the results of any such investigation within sixty (60) calendar days of completion and LCRA agrees to consider whether any adjustment to the Loss Factor is appropriate under this Contract. If LCRA determines that an adjustment to the Loss Factor is appropriate, it shall provide PURCHASER written notice, by certified mail, of any change to the Loss Factor and resulting change to the Contract MAQ, within fifteen (15) business days of adopting such change. A change to the Loss Factor that results in an increase in the MAQ of 500 acre-feet per year or more shall not take effect until approved by the LCRA Board as an amendment to this Contract. Notwithstanding the foregoing or any provision in LCRA's raw water contract rules, LCRA will not require PURCHASER to obtain a new contract on the most current standard form water contract where the change to the MAQ is based solely on a change to the Loss Factor.

PURCHASER shall designate a point or points of availability for such water as described and depicted in Exhibit "B" attached hereto (the "Point(s) of Availability"), said Exhibit depicting the location by reference to a corner of an original land survey and/or other survey point, giving course and distance and providing the latitude and longitude. Such Points of Availability may be located on the Colorado River or a LCRA-operated canal. In the event that the Point(s) of Availability are located on a LCRA operated-canal, PURCHASER shall also identify a point or points of diversion for such water on the Colorado River ("Point(s) of Diversion"). Such Point(s) of Diversion, if any, shall be described and depicted in Exhibit "B" in the same manner described for Point(s) of Availability.

C. EXCEEDANCE OF MAXIMUM ANNUAL QUANTITY.

If the amount of water made available to PURCHASER for any reason exceeds the Maximum Annual Quantity stated in PURCHASER's Contract during two (2) consecutive years, or two (2) out of any four (4) consecutive years, PURCHASER shall submit an application (including the application fee) for a new standard form water contract for an adjusted MAQ, the reasonableness of which shall be determined consistent with LCRA's then effective Water Contract Rules, to the extent LCRA has water supplies available.

D. MAXIMUM DIVERSION RATE

PURCHASER may not divert water made available by LCRA under this Contract at a rate greater than as set forth in this Contract ("Maximum Diversion Rate").

E. SOURCE OF WATER SUPPLY.

1. The water made available for impoundment, diversion and/or use under this Contract will be water provided from any source available to LCRA at the time PURCHASER uses water under this Contract.

2. LCRA may make water available under this Contract in accordance with LCRA's Water Management Plan, as may be amended in accordance with state law from time to time, from storage in Lakes Buchanan and/or Travis in accordance with water rights held by LCRA as set forth in Certificates of Adjudication No. 14-5478, as amended, and 14-5482, as amended.

3. LCRA may make water available under this Contract from water rights owned by LCRA based on that certain water right previously owned by the Garwood Irrigation Company and identified as Certificate of Adjudication No. 14-5434 issued by the Texas Water Commission on June 28, 1989, as amended (herein, "Garwood's Right"). That portion of Garwood's Right that is owned by LCRA (and for which reference is made to Certificate of Adjudication No. 14-5434C issued by the Texas Natural Resource Conservation Commission) is referred to herein as "Garwood's Remaining Right."

   a) PURCHASER acknowledges and agrees that LCRA may make water available for impoundment, diversion and/or use under this Contract from Garwood's Remaining Right only following approval by the Texas Commission on Environmental Quality or its successors (hereafter, "TCEQ"), of amendments to allow use of Garwood's Remaining Right for the type of use authorized by this Contract at the Point of Diversion and/or Point of Availability.

   b) In this event, this Contract is subject to the commitments and conditions set forth in Section 7.08 of that certain Purchase Agreement, dated July 20, 1998, between Garwood Irrigation Company, as seller, and the Lower Colorado River Authority, as buyer (the "LCRA-Garwood Purchase Agreement"), and is further subject to all terms, provisions and special conditions contained within Garwood's Remaining Right, as amended. Copies of the LCRA-Garwood Purchase Agreement and Garwood's Remaining Right, as amended, are available at the following internet web-site address:

      http://www.lcra.org/water/contracts.html

      PURCHASER also may obtain copies of the LCRA Purchase Agreement and Garwood's Remaining Right, as amended, by request to LCRA's address for notices herein. By executing this Contract, PURCHASER hereby acknowledges receipt of copies of the LCRA Purchase Agreement and Garwood's Remaining Right, as amended.

F. TYPE OF USE.

PURCHASER represents to LCRA and LCRA relies on such representation that all water made available under this Contract will be impounded, diverted, and/or used by PURCHASER for the type of use as described in this Contract, as such use is defined by the substantive rules for water rights of the TCEQ. In accordance with state law, any part of the water that PURCHASER impounds or diverts but does not use or consume for such use in accordance with this Contract shall be returned to the Colorado River or a tributary of the Colorado River.

G. SERVICE AREA.

Water made available under this Contract shall only be used within that certain area, as described in Exhibit "C" attached hereto and depicted in Exhibit "D," attached hereto, together hereinafter called the "Service Area."

H. WATER CONSERVATION AND DROUGHT CONTINGENCY MEASURES.

1. PURCHASER agrees to implement the water conservation program contained in the water conservation plan (the "Water Conservation Plan") described in Exhibit "E" attached hereto. PURCHASER further agrees that the water impounded and/or diverted by PURCHASER pursuant to this Contract will be used in accordance with such Water Conservation Plan. LCRA, in accordance with applicable law, may from time to time adopt reasonable rules and regulations relating to water conservation measures. PURCHASER shall update its Water Conservation Plan every five years, or on such schedule as may be required by LCRA or other state law. PURCHASER further agrees to amend its Water Conservation Plan, as necessary, to reflect amendments in state law, regulations or LCRA's water conservation rules and regulations. PURCHASER further agrees to do so within 180 days of the effective date of such amendments, provided that, if the amendments are adopted by LCRA (rather than, for example, TCEQ), the deadline for PURCHASER to make corresponding amendments to its Water Conservation Plan shall run from the date LCRA provides written notice of the amendments to PURCHASER. PURCHASER further agrees to submit its amended Water Conservation Plan to LCRA within 30 days after its adoption. Revisions to PURCHASER's Water Conservation Plan are not required under this section if PURCHASER has not initiated diversions; however, PURCHASER shall update its Water Conservation Plan to be consistent with LCRA's rules and regulations related to water conservation at least sixty (60) days prior to initiating diversions under this Contract. In the event that PURCHASER agrees to furnish water or water services to a third party, who in turn will furnish the water or water services to an ultimate consumer, PURCHASER agrees to include in its agreement with the third party provisions that obligate the third party to: a) develop and implement a water conservation program consistent with PURCHASER's Water Conservation Plan; and, b) amend its water conservation program to reflect amendments in state law, regulations or LCRA's water conservation rules and regulations within the same timelines that apply to PURCHASER.

2. PURCHASER agrees to implement the drought contingency program contained in the drought contingency plan (the "Drought Contingency Plan") described in Exhibit "F" attached hereto. PURCHASER further agrees that the water impounded and/or diverted by PURCHASER pursuant to this Contract will be used in accordance with such Drought Contingency Plan. PURCHASER shall review and update the Drought Contingency Plan not less than once every five (5) years or following written request by LCRA consistent with any other schedule required by LCRA's Water Contract Rules. PURCHASER further agrees to submit any amended Drought Contingency Plan to LCRA within 30 days after its adoption. LCRA, in accordance with applicable law, may from time to time adopt reasonable rules and regulations relating to drought contingency measures, including LCRA's Water Management Plan. PURCHASER agrees to amend its Drought Contingency Plan, as necessary, to reflect amendments in state law or regulations or LCRA's rules, regulations or Water Management Plan. PURCHASER further agrees to do so within 180 days of the effective date of such amendments, provided that, if the amendments are adopted by LCRA (rather than, for example, TCEQ), the deadline for PURCHASER to make corresponding amendments to its Drought Contingency Plan shall run from the date LCRA provides written notice of the amendments to PURCHASER. Revisions to PURCHASER's Drought Contingency Plan are not required under this section if PURCHASER has not initiated diversions; however, PURCHASER shall update its Drought Contingency Plan to be consistent with LCRA's rules and regulations related to water conservation at least sixty (60) days prior to initiating diversions under this Contract. In the event that PURCHASER agrees to furnish water or water services to a third party, who in turn will furnish the water or water services to an ultimate consumer, PURCHASER agrees to include in its agreement with the third party provisions that obligate the third party to: a) develop and implement a drought contingency program consistent with PURCHASER's Drought Contingency Plan; and b) amend its drought contingency program to reflect amendments in state law, regulations, or LCRA's rules, regulations, or Water

Management Plan within the same timelines that apply to PURCHASER.

I. AVAILABILITY OF WATER.

LCRA is committing to make available to PURCHASER under this Contract a portion of LCRA's firm water supply, as defined in LCRA's Water Contract Rules; provided, however, LCRA may interrupt or curtail the water supplied under this Contract as required by state law or in accordance with LCRA's Water Management Plan or Drought Contingency Plan, as such Plans and any amendments thereto have been approved and may be approved in the future by the TCEQ.

J. DELIVERY OF WATER.

LCRA is responsible for making water available under this Contract only up to the MAQ. LCRA makes no guarantee that the water made available under this Contract will be available at any particular time or place or that any LCRA owned/operated reservoir or the Colorado River will be maintained at any specific elevation or flow at any particular time. Furthermore, PURCHASER acknowledges and agrees that LCRA's obligations under this Contract shall not require LCRA to make additional releases of water from LCRA firm water supplies beyond the MAQ or to make releases to raise the water elevations or flows at the Point(s) of Availability at a particular time sufficient for PURCHASER's intake and/or diversion facilities to operate.

K. DEMAND SCHEDULE.

PURCHASER has provided a Demand Schedule (Exhibit G) that reflects PURCHASER's best estimate of the scheduled initiation of diversions, initial usage, annual water usage, and any increases of usage over time, of the water to be made available by LCRA under this Contract, consistent with LCRA's Water Contract Rules. PURCHASER shall review, update if needed, and provide to LCRA an updated Demand Schedule not less than once every five (5) years coincident with any updated Water Conservation Plans required by this Contract or LCRA's Water Contract Rules, or following written request by LCRA consistent with any other schedule that may be required by LCRA's Water Contract Rules.

L. REDUCTION IN MAQ FOR NON-USE.

Upon sixty (60) days' written notice to PURCHASER, LCRA may consider reducing the MAQ under this Contract at any time after ten year(s) after the Effective Date of this Contact if PURCHASER's maximum annual use has not been at least ten percent of the MAQ on an annual basis within the first ten years. Within thirty (30) days of LCRA's written notice that it is considering reduction of the MAQ, PURCHASER shall provide LCRA with a written assurance and updated Demand Schedule that demonstrates PURCHASER's intent to increase its diversions under this Contract within the next two (2) years to an amount that will be at least ten percent (10%) of the original MAQ secured by this Contract. If PURCHASER fails to or is unable provide such written assurance, or if at least ten percent (10%) of the MAQ is not put to use on an annual basis within the two year period, LCRA may thereafter, at its sole option, terminate the contract or reduce the MAQ to any amount LCRA deems appropriate and reasonable under LCRA's raw water contract rules in effect at the time. An adjustment to the MAQ of this Contract under this section does not require PURCHASER to obtain a new contract on the most current standard form contract.

M. STATE REGULATION OF LCRA WATER SUPPLIES.

PURCHASER acknowledges and agrees that the water LCRA makes available under this Contract may be regulated in whole or in part by the State of Texas or local regulatory authorities. PURCHASER further acknowledges and agrees that LCRA's water rights are subject to regulation by the State of Texas, including but not limited to periodic review and amendment of LCRA's Water Management Plan by the TCEQ. LCRA and PURCHASER acknowledge and agree that LCRA shall be obligated to exercise due diligence to manage its water supplies within such regulatory regimes to make water available to PURCHASER in accordance with the terms of this Contract. PURCHASER acknowledges and agrees, however, that LCRA's obligations under this Contract may be affected by orders of the State of Texas, its agencies or

local regulatory authorities. Orders of the State of Texas, its agencies or local regulatory authorities may constitute a "force majeure" event in accordance with this Contract.

N. OPERATIONS OF DAMS AND RESERVOIRS.

The right of LCRA to maintain and operate its several dams and their appurtenances on the Colorado River and its associated tributaries and at any and all times in the future to impound and release waters thereby in any lawful manner and to any lawful extent LCRA may see fit is recognized by PURCHASER; and, except as otherwise provided herein, there shall be no obligation upon LCRA to release or not to release any impounded waters at any time or to maintain any waters at any specified elevation or flow. PURCHASER acknowledges that the elevations of said reservoirs and the Colorado River will vary as a result of hydrologic events, or lack thereof, (e.g. floods or droughts) in the watershed and LCRA's operations of its dams on the Colorado River.

PURCHASER acknowledges that Longhorn Dam, which is owned and operated by the City of Austin, may lie upstream of the Point(s) of Availability and/or Point(s) of Diversion, if any, and downstream of Lake Travis. PURCHASER agrees to hold LCRA harmless for any claims that PURCHASER has against LCRA for any action or inaction by the City of Austin relating to its ownership and operation of Longhorn Dam.

O. QUALITY OF WATER.

LCRA makes no representation as to the quality of the water made available under this Contract, and PURCHASER hereby releases LCRA and agrees to hold it harmless from any and all claims that PURCHASER or PURCHASER's customers or users have or may have against LCRA for any diminution in or impairment of the quality of water made available under this Contract.

P. INTERBASIN TRANSFER.

Any surface water made available under this Contract may not be transferred or used outside of the Colorado River basin unless such transfer or use is within LCRA's water service area or is otherwise in strict compliance with LCRA Board Policies, LCRA water rights and a final permit for interbasin transfer ("IBT") issued by the TCEQ. In the event that PURCHASER intends to transfer or use surface water made available under this Contract outside of the Colorado River basin in accordance with this section, PURCHASER, by executing this Contract, authorizes LCRA to apply to the TCEQ for the necessary authorization pursuant to Texas Water Code § 11.085 and 11.122 within forty-five (45) days of the Effective Date of this Contract. LCRA shall diligently pursue such authorization after it is filed. PURCHASER shall pay for any filing and notice fees related to such application after LCRA bills PURCHASER for such fees in accordance with this Contract.

Q. REQUIRED NOTICES.

1. PURCHASER shall notify LCRA in writing of its intention to initiate diversions of water under this Contract not more than eight (8) weeks, nor less than four (4) weeks, prior to PURCHASER's initiation of diversions. Such notice shall include PURCHASER's anticipated diversion rate, not to exceed the Maximum Diversion Rate. If impoundments or diversions of water are being continued from a previous contract or other right to divert, and no change in diversion rate is anticipated, no notice is necessary.

2. PURCHASER shall notify LCRA in writing not more than two (2) weeks prior to making any change in its planned diversion rate, not to exceed the Maximum Diversion Rate specified in this Contract.

3. If PURCHASER's Point(s) of Availability and/or Point(s) of Diversion, if any, are located downstream of Lake Travis or on a tributary which flows into the Colorado River downstream of Lake Travis, PURCHASER shall notify LCRA's River Operations Center

(ROC) of its intent to impound and/or divert water under this Contract and shall either: (1) develop with the ROC a written process or mechanism for notifying the ROC of its intent to divert water under this Contract; or (2) notify the ROC prior to making any impoundment and/or diversion under this Contract in accordance with any requirements set forth in the Special Conditions in the Contract.

4. In the event the PURCHASER is required by state law to obtain a water right permit or water right permit amendment – including but not limited to contractual, term, or temporary water right permits – from TCEQ related to water that is reserved or purchased pursuant to an LCRA water contract, PURCHASER shall provide LCRA: (i) a copy of the application for the water right permit or water right permit amendment within five (5) business days of its filing with TCEQ; (ii) a copy of any proposed notice related to the application; and (iii) a copy of the water right permit or water right permit amendment promptly following the issuance of the water right permit or water right permit amendment. PURCHASER shall incorporate LCRA's reasonable comments into the application notice provided that: (i) LCRA provides its comments to PURCHASER within ten (10) business days of LCRA's receipt of the draft notice, unless a shorter response period is required by the TCEQ; and (ii) TCEQ accepts LCRA's comments in the final version of the notice. Applicant also shall provide LCRA two copies of any notice or action by TCEQ of a violation or termination of the water right permit or water right permit amendment within ten (10) days of Applicant receiving notice from TCEQ.

5. PURCHASER shall notify LCRA in writing not more than eight (8) weeks, nor less than four (4) weeks, prior to implementing a program for reuse of water that is reserved or purchased pursuant to this Contract and that falls within the type of use and Service Area provided in this Contract. PURCHASER will make available to LCRA non-privileged documents regarding PURCHASER's reuse program within a reasonable amount of time, not to exceed fifteen (15) business days, following a written request by LCRA staff. For all purposes of this Contract, the term "reuse" means the authorized use of water, which water was diverted and used pursuant to this Contract, but which water remains unconsumed and has yet to be either disposed of or discharged or otherwise allowed to flow into a watercourse, lake or other body of state-owned water.

6. PURCHASER shall notify LCRA in writing of its intentions to divert or deliver water for a Secondary Purchaser at least thirty (30) days prior to any diversions or deliveries from PURCHASER to the Secondary Purchaser.

7. Prior to the Effective Date of this Contract, PURCHASER shall provide to LCRA a demand or use schedule that estimates PURCHASER's annual usage, and any increases to it over time, of the water to be made available by LCRA under this Contract (the "Demand Schedule"). PURCHASER shall review, update if needed, and provide to LCRA the Demand Schedule not less than once every five (5) years or following written request by LCRA consistent with any other schedule required by LCRA's Water Contract Rules.

II. CONTRACT ADMINISTRATION

A. TERM OF CONTRACT.

This Contract shall be for the term of years as set forth in this Contract, which shall commence on the Effective Date and end on the anniversary of the Effective Date in the last year of the contract term as set forth in this Contract, unless terminated earlier by either party as provided below.

B. PAYMENT.

1. The "Water Rate" is the rate determined by the Board of Directors of LCRA to then be in

effect for all sales of firm water for the same use as provided in this Contract. The "Reservation Rate" is the rate determined by the Board of Directors of LCRA to then be in effect for the reservation of firm water for the same use as provided in this Contract. The "Inverted Block Rate" is the rate determined by the Board of Directors of LCRA to then be in effect for diversion or use of water in amounts in excess of the Maximum Annual Quantity.

2. The Water Rate presently in effect is $155 per acre-foot ($0.48 per 1,000 gallons) of water. The Reservation Rate presently in effect is $77.50 per acre-foot. The Inverted Block Rate presently in effect is $310 per acre-foot of water. LCRA reserves all rights that it may have under law to modify the Water Rate, the Reservation Rate, or the Inverted Block Rate. PURCHASER understands and acknowledges that the Water Rate, Reservation Rate, and the Inverted Block Rate set forth in this Contract have been approved by LCRA's Board of Directors, and that the Board may change all rates, fees and charges under the Contract from time to time.

3. PURCHASER agrees and covenants to pay LCRA – on a monthly basis beginning with the first billing period after the Effective Date of this contract – an amount of money (the "Use Charge") equal to the Water Rate less the Reservation Rate multiplied by the amount of water made available to PURCHASER during the previous billing period ("Monthly Use").

   In the event that PURCHASER'S Point(s) of Availability are located on Lake Buchanan, Inks Lake, Lake LBJ, Lake Marble Falls or Lake Travis, the Monthly Use shall be amount of water diverted by or on behalf of PURCHASER.

   In the event that PURCHASER'S Point(s) of Availability are located downstream of Lake Travis the Monthly Use shall be the sum of i) the Monthly Diversion, plus ii) the Loss Factor, times the Monthly Diversion, as such Loss Factor is established under this Contract. In the event the amount diverted at the Point(s) of Availability is less than the amount LCRA made available (through releases from storage and/or pumping into LCRA canals) at the Point(s) of Availability at PURCHASER's request, for purposes of this Section II.B, the Monthly Diversion shall be the amount of water made available at the Point(s) of Availability. Otherwise the Monthly Diversion shall be calculated from the actual amount diverted at the Point(s) of Availability.

4. PURCHASER agrees and covenants to pay – on a monthly basis beginning with the first billing period after the Effective Date of this Contract – the "Monthly Reservation Charge," which shall be an amount equal to the Reservation Rate multiplied by one-twelfth (1/12) of the MAQ.

5. PURCHASER further agrees and covenants to pay LCRA – on a calendar year basis – an amount of money (the "Excess Use Charge") equal to the Inverted Block Rate multiplied by any amount of water made available to PURCHASER in excess of the Maximum Annual Quantity during the previous calendar year, less any amount PURCHASER has previously paid for the same water through the Use Charge and/or Reservation Charge. In the event the amount of water made available to PURCHASER is limited because of a curtailment imposed by LCRA or state law in accordance with this Contract to an amount less than the MAQ, then PURCHASER shall pay a surcharge, in excess of any Use or Reservation Charges, to be set by LCRA's Board of Directors, multiplied by any amount of water made available to PURCHASER in excess of the amount PURCHASER is authorized to have available during the curtailment (the "Curtailment Surcharge").

6. The term "billing period," as used for purposes of metering and billing in this Contract, shall refer to each period between readings of the Meter(s), which readings typically are performed on a monthly basis. All charges under this Contract shall be pro-rated as necessary to reflect the Effective Date or date of termination of this Contract; in other

words, LCRA may include in an invoice up to thirty (30) additional days in a billing period to account for water reserved, released, diverted or impounded during days following execution or prior to termination of this Contract. For purposes of metering and billing, the "calendar year" may be based upon the 12-month period from the December meter reading date to the next December reading date.

7. Each month, LCRA will mail an invoice to PURCHASER showing the Monthly Use. Such invoice shall also show the amount of money owed by PURCHASER to LCRA in accordance with the Monthly Reservation Charge and/or Use Charge and any late payment charges, as specified herein.

8. The invoice mailed by LCRA to PURCHASER in the month of January each year, in addition to showing the amount of money owed by PURCHASER to LCRA in accordance with the Monthly Reservation Charge, and/or Use Charge, shall also show any amount of water that PURCHASER had made available to it in excess of the Maximum Annual Quantity during the previous calendar year, as well as the corresponding Excess Use Charge.

9. PURCHASER shall pay LCRA for water provided under this Contract in the amount of each invoice submitted to PURCHASER by LCRA on or before thirty (30) days from the date of the invoice. PURCHASER shall mail checks for payments to the address indicated on the invoice. PURCHASER may pay by hand-delivery of checks or cash to LCRA's headquarters in Austin, Travis County, Texas, or by bank-wire if PURCHASER obtains LCRA's approval and makes arrangements for doing so prior to the due date. Payment must be received at the address provided on the invoice, or, if approved, at LCRA's headquarters or bank, not later than thirty (30) days from the invoice date in order not to be considered past due or late. In the event PURCHASER fails to make payment of that invoice within thirty (30) days of the invoice date, PURCHASER shall then pay a late payment charge of five percent (5%) of the unpaid amount of the invoice. For each calendar month or fraction thereof that the invoice remains unpaid, PURCHASER shall pay interest at the rate of one and one-half percent (1.5%) per month on the unpaid portion of the invoice. In the event PURCHASER attempts to pay LCRA by check, draft, credit card or any other similar instrument and the instrument is returned or refused by the bank or other similar institution as insufficient or non-negotiable for any reason, PURCHASER shall be assessed and must pay to LCRA, per each returned instrument, the LCRA's current returned instrument fee. If the invoice has not been paid within thirty (30) days of the invoice date, PURCHASER further agrees to pay all costs of collection and reasonable attorney's fees, regardless of whether suit is filed, as authorized by Chapter 271, Texas Local Government Code.

C. MEASURING WATER.

1. To measure the amount of water diverted by PURCHASER hereunder, PURCHASER agrees at PURCHASER's expense to install such measuring and recording devices or methods as are approved by LCRA (the "Meter"), such Meter to permit, within five percent (5%) accuracy, determination of quantities of raw water diverted from the reservoir or stream hereunder in units of 1,000 gallons. LCRA shall have the right to approve both the design of the meter as well as the location of its installation. PURCHASER must repair, replace or make necessary improvements to a meter that is not in compliance with this Contract or LCRA's Water Contract Rules promptly after PURCHASER becomes aware of the deficiency that causes the meter to not comply with this Contract or LCRA's Water Contract Rules.

   a) PURCHASER agrees to read Meter and submit meter readings to LCRA via electronic mail, online portal or other format as specified by LCRA, on a monthly

basis, on or about the 15th day of each month or on such date as specified by LCRA.

b) PURCHASER agrees to provide LCRA's representatives access across PURCHASER's property for inspection, testing and reading of the Meter. PURCHASER shall locate the meter in a manner that provides LCRA with reasonably safe access to the Meter for the purpose of making meter readings, testing, and/or periodic inspections.

c) PURCHASER agrees that the Meter shall be tested for accuracy by qualified personnel as approved by LCRA and at the expense of PURCHASER once each calendar year at intervals of approximately twelve (12) months if the MAQ is greater than 20 acre-feet per year and at intervals of approximately (24) months if the MAQ is less than or equal to 20 acre-feet per year.

d) PURCHASER shall furnish to LCRA a report of such test results. Readings within five percent (5%) of accuracy shall be considered correct.

e) In the event PURCHASER fails to test the Meter for a period of fifteen (15) consecutive months for contracts with a MAQ greater than 20 acre-feet per year or fails to test the Meter for a period of 25 consecutive months for contracts with a MAQ of 20 acre-feet per year or less, PURCHASER agrees to pay LCRA for the actual cost of testing the Meter plus a fifty dollar ($50) administrative fee. LCRA will provide PURCHASER a written invoice of the cost of testing the Meter, and said invoice will be subject to the payment terms provided in section II.B of this Contract.

f) If, at any time, LCRA provides PURCHASER a written notice that questions the accuracy of the Meter, PURCHASER promptly shall test the Meter and, in this event, the expense of such test will be paid by LCRA if the Meter is found to be correct and by PURCHASER if it is found to be incorrect.

g) Any party that tests the Meter shall provide written notice of the test to the other party at least five (5) business days in advance of the test and shall allow the other party to observe the test.

h) PURCHASER shall be required to take necessary steps to correct any inaccuracy in the Meter discovered during any test. LCRA may install, at its expense, check meters in or to any of PURCHASER's Meters at any time and may leave such check meters installed for such periods as is reasonably necessary to determine the accuracy of PURCHASER's Meters.

i) If, as a result of any test, the Meter is found to be registering inaccurately (i.e., in excess of five percent (5%) of accuracy), the readings of the Meter shall be corrected at the rate of its inaccuracy for any period which is definitely known and agreed upon or, if no such period is known and agreed upon, the shorter of the following periods shall be used as the basis for correction:

   (1) a period extended back either sixty (60) days from the date of demand for the test or, if no demand for the test was made, sixty (60) days from the date of the test; or

   (2) a period extending back half of the time elapsed since the last previous test; and the records of reading shall be adjusted accordingly.

2. In the event PURCHASER is charged based on water released from LCRA firm water supplies under this Contract rather than the actual amount withdrawn from the reservoir or stream by PURCHASER, LCRA shall include the amount of such releases in the monthly invoice provided to PURCHASER. LCRA shall make available information regarding its calculation of the amount of water released attributable to PURCHASER's actual diversions under this Contract within a reasonable period following PURCHASER's written request.

D. TERMINATION OF CONTRACT OR REDUCTION IN MAXIMUM ANNUAL QUANTITY.

This Contract may be terminated as follows:

1. If PURCHASER is current on all payments due to LCRA under this Contract and the MAQ is less than 500 acre-feet, PURCHASER may terminate this Contract or reduce the MAQ as set forth in this section at any time following the expiration of five (5) years, measured from the Effective Date, by providing at least one year's prior written notice to LCRA. If the MAQ is 500 acre-feet or more, Purchaser's ability to terminate or reduce the MAQ is limited as follows: beginning with the five-year anniversary of the Effective Date of the contract, Purchaser may: (a) reduce its MAQ by up to 25 percent of the original contract quantity once every five years; or (b) if LCRA's other firm, non-temporary commitments have increased in an amount greater than projected under LCRA's Water Supply Resource Plan, Purchaser may terminate the contract or reduce the MAQ by a quantity greater than 25 percent.

2. LCRA at its sole option, in accordance with the terms and conditions set forth in Section II.E, "Non-Payment," may terminate this Contract without recourse should PURCHASER fail to comply with the terms and conditions of this Contract for the payment of moneys owed to LCRA pursuant to Section II.B. "Payment."

3. If PURCHASER fails to comply with its Water Conservation Plan, its Drought Contingency Plan, or any applicable LCRA nonpoint source water pollution abatement ordinance, or if PURCHASER fails to amend its Water Conservation Plan or its Drought Contingency Plan to reflect changes in LCRA's Water Conservation Plan Rules, LCRA's Drought Contingency Plan Rules, or state law or rules, LCRA may terminate, at its sole option, this Contract without recourse unless such default is cured within thirty (30) days of the date LCRA provides written notice to PURCHASER (or, if the nature of such default is not susceptible of being cured within such thirty (30) day period, such longer period of time during which PURCHASER diligently prosecutes the cure of such default, not to exceed one hundred eighty (180) days of PURCHASER's receipt of written notice of such default.

4. If PURCHASER fails to comply with the requirements of Sections III.A, "Nonpoint Source Pollution Abatement," III.B, "Sewage Regulations," or III.C, "Documentation of Compliance; right of Entry," LCRA may, at its sole option, terminate this Contract without recourse unless such default is cured within thirty (30) days of the date LCRA provides written notice to PURCHASER (or if the nature of such default is not susceptible of being cured within such thirty (30) day period, such longer period of time during which PURCHASER diligently prosecutes the cure of such default, not to exceed one hundred eighty (180) days of PURCHASER's receipt of written notice of such default. For purposes of this section, LCRA shall not deem PURCHASER to be in default for so long as PURCHASER is in compliance with any remedial or enforcement agreement authorized by an agency of appropriate jurisdiction.

5. If PURCHASER fails to comply with other requirements of this Contract not specifically stated above, LCRA may, at its sole option, terminate this Contract without recourse unless such default is cured within thirty (30) days (or, if the nature of such default is not susceptible of being cured within such thirty (30) day period, such longer period of time

during which PURCHASER diligently prosecutes the cure of such default, not to exceed one hundred eighty (180) days of PURCHASER's receipt of written notice of such default.

6. Subject to the requirements of applicable bankruptcy laws, including the rights of a trustee to assume contracts under applicable bankruptcy laws, this Contract may be terminated immediately by LCRA upon the declaration of bankruptcy by PURCHASER.

7. In the event TCEQ or any other local, state, or federal regulatory agency denies to PURCHASER, or terminates for any reason, a permit required by this Contract, PURCHASER shall notify LCRA within three (3) business days and immediately cease diversions under this Contract. LCRA, at its sole option, may this Contract terminate on or after the denial or termination of any permit required by this Contract..

PURCHASER shall remain liable for all fees and charges, including any non-refundable Pre-paid Reservation Charges, accruing under the Contract through the date the Contract is terminated, including but not limited to a pro-rated Reservation Charge, which shall be calculated based upon the excess of the Maximum Annual Quantity, pro-rated to the date of termination, over the amount of water made available to PURCHASER through the date of termination. In the event LCRA terminates this Contract as provided herein, PURCHASER shall suspend immediately upon such termination all withdrawal of water from the Colorado River, or any tributaries thereof, under this Contract. LCRA may exercise any rights that it may have at law or in equity to prevent unauthorized withdrawals by PURCHASER or enforce the requirements of PURCHASER's Water Permit, if any. In the event that the contract is terminated based upon the denial or termination of a permit required by this Contract, PURCHASER shall be required to pay an early termination fee equal to the Reservation Rate times the MAQ.

E. NON-PAYMENT.

1. If LCRA determines that PURCHASER has not paid the full amount owed for any payment due under Section II.B, "Payment", hereof within the time provided therefore, LCRA shall give written notice to PURCHASER stating the amount LCRA has determined is due and unpaid. If LCRA gives notice as provided herein and PURCHASER fails to pay within thirty (30) days the amounts claimed in such notice to be due and unpaid, LCRA may, at its sole option: (1) upon giving ten (10) days written notice to PURCHASER terminate this Contract without recourse; and/or, (2) request injunctive relief from a court of competent jurisdiction to prevent PURCHASER from impounding and/or diverting additional water pursuant to this Contract.

2. If PURCHASER should dispute PURCHASER's obligation to pay all or any part of the amount stated in any invoice or notice, PURCHASER may, in addition to all other rights that PURCHASER may have under law, pay such amount under protest in which case such amount shall be deposited by LCRA in an interest bearing account mutually acceptable to both LCRA and PURCHASER pending final resolution of such dispute in accordance with Section IV.H, "Dispute Resolution." LCRA may not terminate this Contract, or request injunctive relief to prevent additional impoundments and/or diversions, for failure to pay the amount stated in any invoice or notice if PURCHASER pays such amount under protest and until there is a final resolution of such dispute in accordance with Section IV.H, "Dispute Resolution," favorable to LCRA.

F. EQUITABLE REMEDIES.

PURCHASER agrees that diversions or impoundments of water by PURCHASER without the authorization provided by this Contract will result in damages to LCRA that cannot be adequately compensated by money alone. As a result, PURCHASER agrees that LCRA shall have available to it equitable remedies, including injunctive relief against additional diversions or impoundments by PURCHASER unless PURCHASER demonstrates that it is otherwise authorized to divert or impound water. In addition, PURCHASER agrees that the provisions of Section IV.H, "DISPUTE RESOLUTION," will not apply to any legal action brought by

LCRA seeking equitable remedies under this Contract except as expressly provided by Section II.E.2 regarding "NON-PAYMENT."

G. NOTICE.

Any notice under this Contract may be delivered by facsimile transmission or by certified mail, return receipt requested. If delivered by facsimile transmission, notice shall be deemed effective as of the facsimile send date, provided that any notice sent by facsimile must also be sent the same date by first-class mail. If delivered by certified mail, return receipt requested, notice shall be deemed effective five (5) days after the date on which the notice is post-marked.

All notices and invoices to PURCHASER shall be addressed as set forth in the General Terms of this Contract.

All notices and payments to LCRA shall be addressed as set forth in the General Terms of this Contract.

Either party may change its address by giving written notice of such change to the other party. PURCHASER is required to provide notice of change in address or contact person within ten (10) days of such change. PURCHASER shall maintain a physical address on file with LCRA.

H. ASSIGNMENT OF CONTRACT.

PURCHASER shall have the right to assign this Contract provided that: i) there is no change to the MAQ, source, type of use or Service Area provided in this Contract; ii) prior to such assignment, this Contract is amended to be consistent with all terms of LCRA's then-current standard form contract for purchase of firm water from Lake Travis and LCRA's then-current Water Contract Rules as determined by LCRA; iii) the Water Conservation Plan and Drought Contingency Plan are updated as may be necessary in accordance with this Contract as determined by LCRA; iv) PURCHASER provides LCRA at least sixty (60) days prior written notice of such assignment; and, v) PURCHASER is not in default under this Contract at the time of such assignment.

I. COMPLIANCE WITH FILING REQUIREMENTS.

LCRA agrees to file a copy of this Contract with the Executive Director of the TCEQ, P.O. Box 13087, Capitol Station, Austin, Texas 78711, it being fully recognized by PURCHASER hereunder that the effectiveness of this Contract is dependent upon compliance with the substantive rules and procedural rules for water rights of the TCEQ.

III. ENVIRONMENTAL, PERMITTING AND OTHER ISSUES RELATED TO WATER SUPPLY

A. NONPOINT SOURCE WATER POLLUTION ABATEMENT.

If PURCHASER will use water under this Contract to serve areas located within the jurisdictional area of LCRA Lake Travis Nonpoint Source Pollution Control Ordinance, the Upper Highland Lakes Nonpoint Source Pollution Control Ordinance, or any other LCRA water quality ordinance that has been adopted by the LCRA Board, PURCHASER agrees to comply with and shall comply with the provisions of that respective ordinance, which ordinance may require a permit and compliance with other applicable local, state, and federal rules and regulations pertaining to water quality protection. If PURCHASER will use water under this Contract to serve areas wholly outside the jurisdiction of an LCRA water quality ordinance, PURCHASER agrees to comply with and shall comply with any applicable local, state, and federal rules and regulations pertaining to water quality protection. PURCHASER further agrees to distribute to its customers in its service area water quality protection educational materials that LCRA provides to PURCHASER.

B. SEWAGE REGULATIONS.

PURCHASER agrees to obtain, or cause to be obtained, all approvals required by all applicable local, state or federal agencies for any sanitary sewage system or systems that collect sewage derived from water diverted herein or any sanitary sewage system whose effluent is discharged within the boundaries of LCRA's statutory district. Failure of PURCHASER to meet any standards imposed by such agencies for sanitary sewage systems, including on-site systems, shall subject PURCHASER under this Contract to all remedies allowed by law including, without limitation, termination or suspension of this Contract by LCRA. PURCHASER further agrees that if a sewage treatment plant is located within the Service Area, LCRA shall have reasonable access to such plant for the purpose of taking samples of sewage effluent from such plant for testing by LCRA to determine whether PURCHASER is in compliance with regulatory standards imposed by such agencies.

C. DOCUMENTATION OF COMPLIANCE; RIGHT OF ENTRY.

1. In addition to notices required by Section I.Q of this Contract, PURCHASER shall provide LCRA copies of any approvals that PURCHASER has received from federal, state, or local agencies that relate to water reserved or purchased pursuant to PURCHASER's Contract or to facilities intended to impound, divert, transport, or use water provided under PURCHASER's Contract within a reasonable amount of time, not to exceed fifteen (15) business days, following a written request by LCRA staff.

2. PURCHASER agrees that LCRA employees and agents shall be entitled to enter any property where facilities impound or deliver water to the service area of PURCHASER at any reasonable time following a reasonable attempt at prior notification for the purpose of inspecting and investigating conditions relating to the quality of water; the compliance by PURCHASER with any rule, regulation, permit or other order of the state, its agencies, local regulatory authorities or LCRA; compliance by PURCHASER with the requirements of this Contract; or, inspection of any of PURCHASER's facilities related to the use, diversion or impoundment of water under this Contract. LCRA employees or agents acting under this Contract who enter PURCHASER's property shall observe rules and regulations concerning safety, internal security, and fire protection, and shall notify any occupant or management of their presence and shall exhibit proper credentials.

D. ANNUAL REPORTS OF DUE DILIGENCE; AS-BUILT PLANS.

1. PURCHASER shall report to LCRA, on a yearly basis, progress made toward obtaining any and all necessary authorizations (e.g. TCEQ permits, Army Corps of Engineers permits, etc.) as well as progress towards commencing and completing construction of facilities which will be used to divert, impound, and/or convey water under PURCHASER's Contract.

2. PURCHASER shall provide to LCRA "as-built" drawings and plans (including GPS coordinates of any intakes or impoundments) for facilities which will be used to divert, impound, and/or convey water under PURCHASER's Contract were actually built within thirty (30) days of completion of construction.

IV. GENERAL PROVISIONS

A. EFFECTIVE DATE.

"Effective Date" means the last date of execution of this Contract by the Parties; provided all of the Parties must execute this Contract for it to be effective.

B. PREVIOUS CONTRACT.

In the event of a previous contract between the Parties related to the Service Area of this Contract prior to the Effective Date, this Contract replaces such prior contract unless specified otherwise hereunder.

C. INDEMNIFICATION.

PURCHASER will indemnify and hold LCRA harmless from any and all claims and demands whatsoever to which LCRA may be subjected by reason of any injury to any person or damage to any property resulting from any and all actions and activities (or failure to act) of PURCHASER under this Contract except to the extent caused by LCRA's gross negligence or willful misconduct. PURCHASER's pumping and related facilities shall be installed, operated and maintained by PURCHASER at PURCHASER's sole risk. Nothing in this Contract shall be construed as authorizing PURCHASER, or recognizing that PURCHASER has any right, to install any equipment or improvements on property owned by LCRA or third parties.

LCRA will hold PURCHASER harmless from any and all claims or demands whatsoever to which LCRA may be subjected by reason of any injury to any person or damage to any property resulting from or in any way connected with any and all actions and activities (or failure to act) of LCRA under this Contract.

D. FORCE MAJEURE.

The term "Force Majeure" as used herein, shall mean those situations or conditions that are beyond the control of LCRA or PURCHASER and that, after the exercise of due diligence to remedy such situation or condition, render LCRA or PURCHASER unable, wholly or in part, to carry out the covenants contained herein. Such force majeure includes, but is not limited to acts of God, strikes, lockouts, acts of the public enemy, orders of any kind of the government or agencies of the United States or of the State of Texas, excluding LCRA, or any civil or military authority, insurrections, riots epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, civil disturbances, explosions, breakage or accidents to machinery, pipelines, canals, or dams, partial or entire failure of water supply insofar as each of the foregoing are beyond the reasonable control of the party in question. LCRA shall not be held liable or responsible for any damage that may be caused by its inability, after the exercise of due diligence, to make the supply of water available to PURCHASER due to any force majeure. LCRA shall use reasonable and timely diligence to repair or recondition LCRA's machinery, canals, or dams in the event such machinery, canals or dams are damaged or made unserviceable from any force majeure.

E. NO THIRD-PARTY BENEFICIARY.

The Parties hereto are entering into this Contract solely for the benefit of themselves and agree that nothing herein shall be construed to confer any right, privilege or benefit on any person or entity other than the Parties hereto.

F. NO RIGHTS OR TITLE ACQUIRED.

PURCHASER agrees and acknowledges that it acquires by this Contract no rights or title to the water that is the subject of this Contract other than those rights explicitly set forth herein.

G. REPRESENTATIONS AND WARRANTIES.

Each of LCRA and PURCHASER represents and warrants to the other that this Contract has been duly executed by an authorized officer and constitutes a valid and binding Contract, enforceable against it in accordance with its terms (except as such enforceability may be limited by bankruptcy laws or other similar laws relating to the enforcement of creditors' rights generally and by general equitable principles).

H. DISPUTE RESOLUTION.

1. Settlement by Mutual Agreement.

In the event any dispute, controversy or claim between or among the Parties arises under this Contract or is connected with or related in any way to this Contract or any right, duty or obligation arising hereunder or the relationship of the Parties hereunder (a "Dispute or Controversy"), including, but not limited to, a Dispute or Controversy relating to the effectiveness, validity, interpretation, implementation, termination, cancellation, or enforcement of this Contract, the Parties shall first attempt in good faith to settle and resolve such Dispute or Controversy by mutual agreement in accordance with the terms of this subsection (1). In the event a Dispute or Controversy arises, any party shall have the right to notify the other party to such Dispute or Controversy that it has elected to implement the procedures set forth in this subsection (1). Within thirty (30) days after delivery of any such notice by one party to the other regarding a Dispute or Controversy, the designated representatives of the Parties shall meet at a mutually agreed time and place to attempt, with diligence and good faith, to resolve and settle such Dispute or Controversy. Should a mutual resolution and settlement not be obtained at the meeting of the Parties' designated representatives for such purpose or should no such meeting take place within such thirty (30) day period, then any party may by notice to the other party, as the case may be, refer the Dispute or Controversy to senior management of the Parties for resolution. Within thirty (30) days after delivery of any such notice by one party to the other referring such Dispute or Controversy to senior management of the Parties for resolution, representatives of senior management of each of the Parties shall meet at a mutually agreed upon time and place to attempt, with diligence and good faith, to resolve and settle such Dispute or Controversy. Should mutual resolution and settlement not be obtained at the meeting of representatives of senior management of each of the Parties for such purposes or should no such meeting take place within such thirty (30) day period (unless extended by mutual agreement), then any party may by notice to the other party, as the case may be, submit the Dispute or Controversy to binding arbitration in accordance with the provisions of subsection (2) and Exhibit H. Upon the receipt of notice of referral to arbitration hereunder, and except as otherwise expressly provided by this Contract, the Parties shall be compelled to arbitrate the Dispute or Controversy in accordance with the terms of this Section IV.H and Exhibit H without regard to the justiciable character or executory nature of such Dispute or Controversy.

2. Arbitration.

Except as otherwise expressly provided by this Contract, each party hereby agrees that any Dispute or Controversy that is not resolved pursuant to the provisions of subsection (1) may be submitted to binding arbitration hereunder and, if submitted timely according to this Contract, shall be resolved exclusively and finally through such binding arbitration. Except as otherwise expressly provided by this Contract, this Section IV.H and Exhibit H constitute a written agreement by the Parties to submit to arbitration any Dispute or Controversy arising under or in connection with this Contract within the meaning of Section 171.001 of the Texas Civil Practice and Remedies Code.

3. Emergency Relief.

Notwithstanding the Parties' agreement to arbitrate Dispute and Controversies, either party may seek injunctive relief or other form of emergency relief at any time from any state court of competent jurisdiction in Austin, Texas, the federal court for such district, or any state or federal regulatory agency of competent jurisdiction.

4. Survival.

The provisions of this Section IV.H shall survive expiration or earlier termination of this Contract.

I. ACTUAL DAMAGES.

NEITHER PARTY SHALL BE LIABLE OR HAVE ANY RESPONSIBILITY TO THE OTHER FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, PUNITIVE OR DELAY-RELATED OR PERFORMANCE-RELATED DAMAGES INCLUDING, WITHOUT LIMITATION, LOST EARNINGS OR PROFITS. SUCH LIMITATION ON LIABILITY SHALL APPLY TO ANY CLAIM OR ACTION, WHETHER IT IS BASED IN WHOLE OR IN PART ON CONTRACT, NEGLIGENCE, STRICT LIABILITY, TORT, STATUTE OR ANY OTHER THEORY OF LIABILITY. THE PROVISIONS OF THIS SECTION IV.I SHALL HAVE NO EFFECT ON THE PARTY'S INDEMNITY OBLIGATIONS UNDER SECTION IV.C.

J. AMENDMENT.

This Contract may not be modified or amended except by an instrument in writing signed by authorized representatives of the Parties.

K. BINDING EFFECT.

The terms of this Contract shall be binding upon, and inure to the benefit of, the Parties and their permitted successors and assigns.

L. COMPLETE CONTRACT.

This Contract, together with all Exhibits attached hereto, constitutes the entire agreement of the Parties relating to the subject matter of this Contract and supersedes all prior contracts, agreements or understandings with respect to the subject matter hereof, both oral or written.

Each party agrees that the other party (and its agents and representatives) has not made, and has not relied upon, any representation, warranty, covenant or agreement relating to the transactions contemplated hereunder other than those expressly set forth herein.

M. COUNTERPARTS.

This Contract may be executed by the Parties in any number of separate counterparts, each of which when so executed and delivered shall be deemed an original, but all such counterparts shall together constitute one and the same agreement. All signatures need not be on the same counterpart.

N. FURTHER ASSURANCES.

Each party agrees to do all acts and things and to execute and deliver such further written instruments, as may be from time to time reasonably required to carry out the terms and provisions of this Contract.

O. GOVERNING LAW.

This Contract and the rights and duties of the Parties arising out of this Contract shall be governed by, and construed in accordance with, the laws of the State of Texas, without reference to the conflict of laws rules thereof.

P. HEADINGS; TABLE OF CONTENTS.

The headings of the Articles and Sections of this Contract and the Table of Contents are included for convenience only and shall not be deemed to constitute a part of this Contract.

Q. INCORPORATION OF WATER CONTRACT RULES.

PURCHASER acknowledges receipt of LCRA's Water Contract Rules ("Rules"), and further acknowledges that, unless expressly stated otherwise in this Contract, such Rules, as may be amended by LCRA's Board of Directors from time to time, are incorporated herein by reference in their entirety and made a part hereof for all purposes.

R. INTERPRETATION AND RELIANCE.

No presumption will apply in favor of any party in the interpretation of this Contract or in the resolution of any ambiguity of any provisions thereof.

S. RELATIONSHIP OF PARTIES.

This Contract and the transactions contemplated hereunder are based upon the active participation of all Parties.

Neither the execution nor delivery of this Contract, nor the consummation of the transactions contemplated hereunder, shall create or constitute a partnership, joint venture, or any other form of business organization or arrangement between the Parties, except for the contractual arrangements specifically set forth in this Contract. Except as is expressly agreed to in writing in this Contract, no party (or any of its agents, officers or employees) shall be an agent or employee of the other party, nor shall a party (or any of its agents, officers or employees) have any power to assume or create any obligation on behalf of the other party. Nothing contained in this Contract shall create or constitute a partnership, joint venture, or any other form of business organization or arrangement among LCRA on the one hand and the PURCHASER on the other hand, except for the contractual arrangements specifically set forth herein.

T. SEVERABILITY.

In the event that any provision of this Contract is held to be unenforceable or invalid by any court of competent jurisdiction, the Parties shall negotiate an equitable adjustment to the provisions of this Contract with the view to effecting, to the extent possible, the original purpose and intent of this Contract, and the validity and enforceability of the remaining provisions shall not be affected thereby.

U. NO ADDITIONAL WAIVER IMPLIED.

No waiver or waivers of any breach or default (or any breaches or defaults) of any term, covenant, condition or liability under this Contract, or of performance by the other party of any duty or obligation under this Contract, shall be deemed or construed to be a waiver of subsequent breaches or defaults of any kind, under any circumstances.

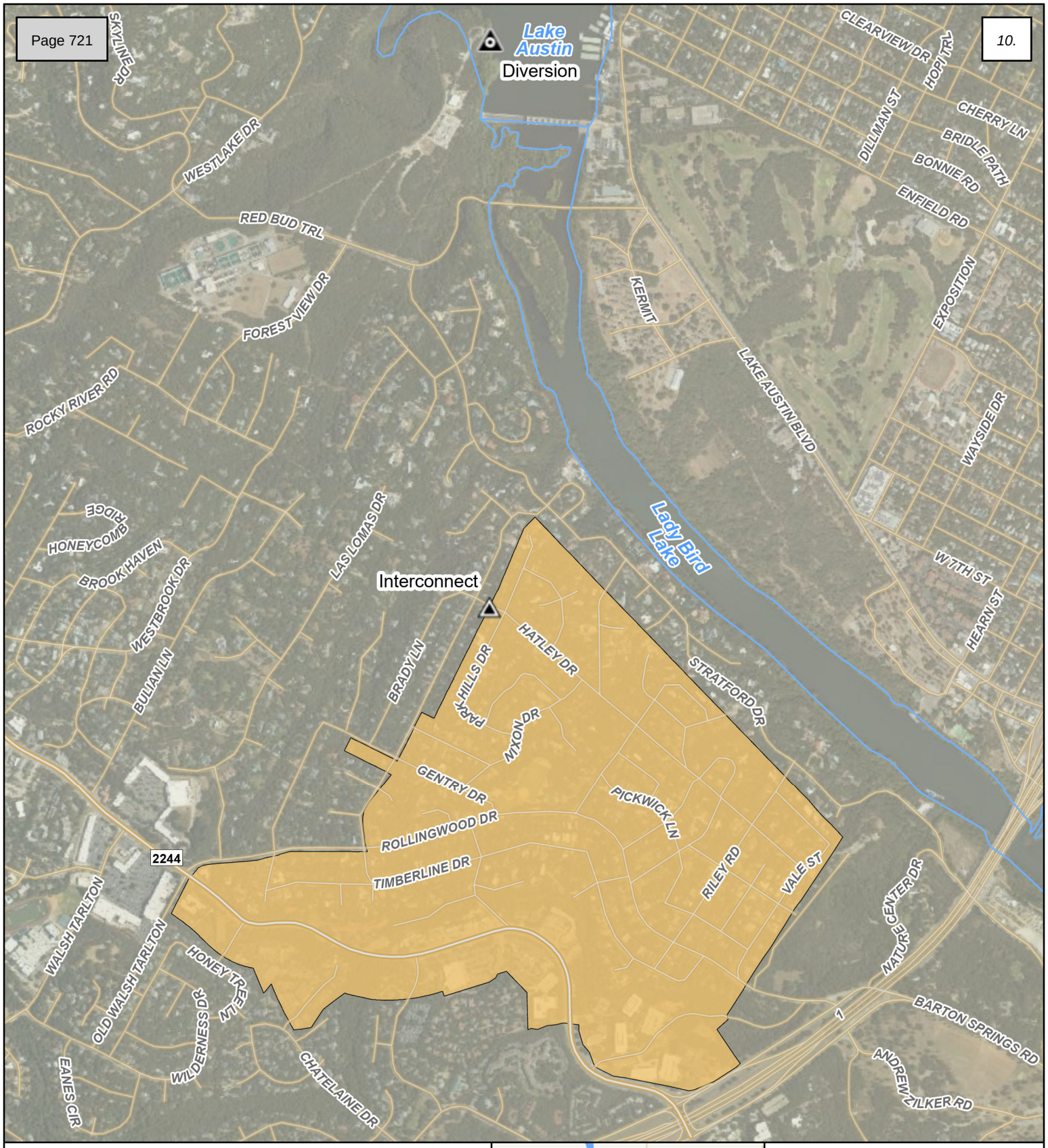
V. SHORT TERM SALES OF FIRM WATER TO THIRD PARTIES.

In accordance with LCRA Board Policy 501, Water Resources Management, LCRA and PURCHASER agree that LCRA may market and re-sell any portion of PURCHASER's Reserved Water to third parties on a limited term basis for a management fee and under terms mutually acceptable to LCRA and PURCHASER and in accordance with LCRA Board Policies.

Exhibit B & D

Description of Point(s) of Availability

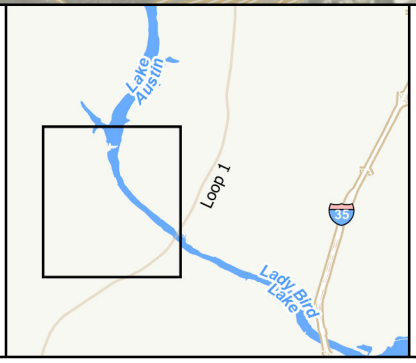
Depiction of Service Area



Diversion Point

Interconnect

City of Rollingwood Service Area



City of Rollingwood

Firm
Water Contract
Service Area

N

0 500 1,000
Feet

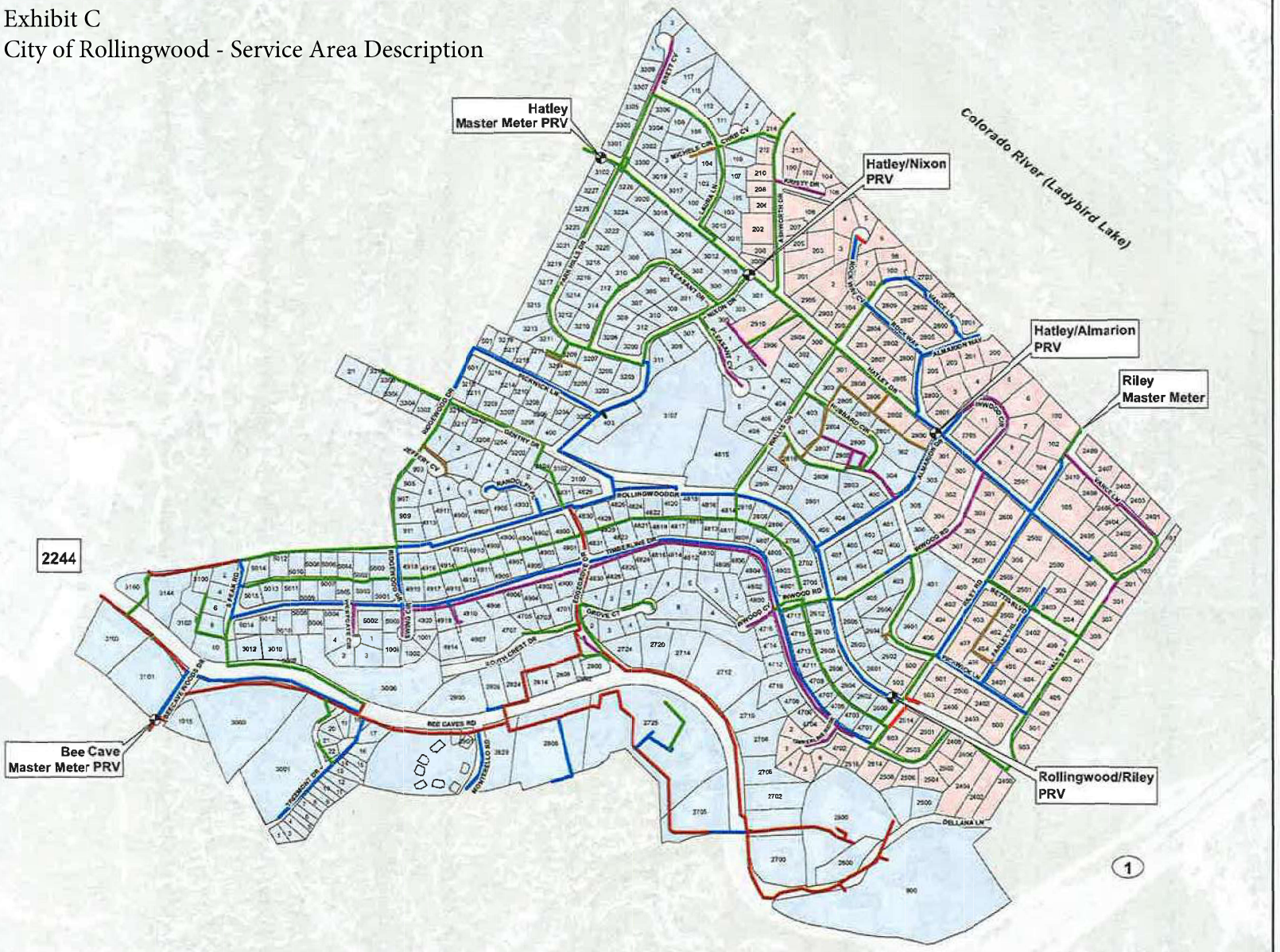
LCRA
ENERGY • WATER • COMMUNITY SERVICES

Path: V:\WaterCo\Project\Water_Use\Water_Sales\GIS\PRO\Rollingwood.aprx Name: Project_Location

Exhibit C

Description of Service Area

Exhibit C
City of Rollingwood - Service Area Description



City of Rollingwood
Travis County, TX

Existing
Active Water System



Waterline (Diameter)
- 1"
- 2"
- 4"
- 6"
- 8"
- 12"
- Unknown

Pressure Release Valve

Parcel Boundary

Pressure Zone
- Upper (770')
- Lower (700')

Data Sources:
City of Rollingwood (2021)
Aerial Source: Stratmap (2021)

N

0 600 1,200 Feet

Date: 5/10/2022

ROLLINGWOOD TEXAS

K·FRIESE + ASSOCIATES
PUBLIC PROJECT ENGINEERING FIRM NO. 6535

Exhibit E

Water Conservation Plan

EXHIBIT "A" TO ORDINANCE NO. 2026-03-25-06

City of Rollingwood Water Conservation Plan

Prepared by: HW Lochner Inc

March 2026

1. Introduction

The City of Rollingwood water conservation plan has been developed to meet the LCRA Water Conservation Plan Rules for Water Sale Contracts in accordance with the LCRA Water Contract Rules. This plan recognizes that conservation is a valuable tool in managing water utility systems. Benefits of water conservation include: extending available water supplies; reducing the risk of shortage during periods of extreme drought; reducing water utility operating cost; improving the reliability and quality of water utility service; reducing customer cost for water service; and enhancing water quality and the environment. This plan applies to all of the City of Rollingwood's retail water customers located within its water service area, as defined in its Water Supply Contract with LCRA.

2. Utility Profile Information

As of April 2025, there were approximately 625 connections in the City of Rollingwood's water service area. There were 539 residential connections and an estimated population of 1,447. The City of Rollingwood is fully built out. The City of Austin currently provides all potable water and treats all wastewater from the City of Rollingwood. The City of Rollingwood does not operate a wastewater treatment plant.

Table 1 in Appendix A provides tables on water use data for the past five years. The City of Rollingwood experienced main breaks in January 2022 and February 2023 due to pressure plane regulation issues from a faulty PRV causing the increased water usage shown in those months. A recent CIP project addressed this issue. The five-year average daily water use, substituting those two months with 2025's usage, was 372,657 gallons. The five-year average annual water loss, substituting 2022 and 2023's losses with 2018 and 2019's losses, was 23,782,899 gallons. The five-year average per capita water use is 258 total gallons per person per day (GPCD) and 184 residential GPCD.

3. Water Conservation Goals

Water conservation 5- and 10-year goals are required for overall water use, residential water use, and water loss. The goals proposed by the City of Rollingwood are as follows:

	5-year goals	10-year goals
Gallons per person per day (GPCD)	233	210
Residential gallons per person per day (rGPCD)	166	150
Water loss (in GPCD)	41	37

4. Water Conservation Strategies

4.1 Water Loss

4.1.1 Universal Metering and Meter Replacement and Repair - Required

The City of Rollingwood requires all water meters to be accurate within plus or minus 5% of the indicated flow over the possible flow range. All utility customers will be metered. A regularly scheduled maintenance program of meter repair, replacement and calibration will be performed in accordance with recommended meter manufacturer guidelines following the minimum schedule by meter size:

Production (master) meters:	Test once a year
Meters larger than 1 inch:	Test once a year
Meters 1 inch or smaller:	Test per manufacturer's recommendations

Zero consumption accounts will be checked to see if water is being used or not recorded. In addition, the meters will be checked for proper sizing.

4.1.2 Distribution System Leak Detection and Repair- Required

The City of Rollingwood will conduct leak detection and water audits, making appropriate repairs, in order to meet the utility water loss goal. Water loss audits will be performed in accordance with Texas Water Development Board rules and the City of Rollingwood will review TWDB Municipal BMP 4.2 Utility Water Audit & Water Loss prior to conducting a water loss audit. LCRA water customers may qualify for financial assistance for conducting comprehensive water audits.

Measures to proactively reduce water loss will be considered as feasible, including strategies to reduce line flushing and identify/repair water line leaks quickly.

4.1.3 Additional Water Loss Best Management Practices (BMPs)

(Not required by LCRA, but highly encouraged. Please check all that apply.)

____ All meters are compatible with automatic reading capabilities. The City of Rollingwood has implemented automated meter reading (AMR) and receives monthly water use data by driving the service area.

__X__ The City of Rollingwood converted to automated meter infrastructure (AMI), which was completed in September 2024.

__X__ All meters are read automatically using automated meter infrastructure (AMI) and the City of Rollingwood receives real-time water use data.

__X__ The AMI system automatically alerts customers who have opted in for leak alerts. The City of Rollingwood staff also send leak alerts to customers using AMI data reports.
__X__ A customer portal allows end users to check their water use online.
__X__ Adoption of TWDB Municipal BMP 9.1 Prohibition on Wasting Water.
_____ A requirement for submeters for irrigation for all new commercial and industrial customers.
_____ A requirement for submeters for irrigation for all new residential properties.
_____ Strategies to minimize water loss on long dead-end main lines will be considered. Examples include adding meters along various line routes to collect more accurate data on water flowing through those routes and creating loops in the water distribution lines.
_____ As feasible, chlorine injection stations will be placed strategically throughout the development to avoid the need for excessive flushing to keep chlorine residuals in compliance.
_____ As feasible, a protective leak detection program will be developed to decrease water loss in the water distribution system.
_____ As feasible, recycle backwash water will be used to keep sedimentation out of water treatment plant filters.

4.2 Water Rates and Records Management - Required

4.2.1 Increasing Block Rates

The City of Rollingwood currently uses an increasing block rate structure to reflect the cost drivers for the water systems and sends a conservation price signal to customers. The City of Rollingwood will periodically evaluate its rate structure to promote conservation to the maximum extent possible. Updated rate schedules and tiers for these systems shall be submitted to LCRA within 30 days of approval. The current rate structure will be submitted with this plan to LCRA and will be located on the utility web site.

4.2.2 Water Monitoring and Records Management

The City of Rollingwood's staff maintain records of water distribution and sales through a common monitoring and billing system to provide a central location for water billing information and a way to compile, present, and view water use and billing information.

The billing system is capable of separating water use per customer type into the following categories: single-family residential, commercial, and institutional. Any new billing system purchased will be capable of reporting detailed water use data by the sectors listed.

4.2.3 Additional Water Monitoring, Records Management and Planning Best Management Practices (BMPs)

(Not required by LCRA, but highly encouraged. Please check all that apply.)

Conservation related planning efforts that take into consideration the customer characteristics of each utility are an important part of a comprehensive and successful water conservation program.

____ Consideration of TWDB Municipal BMP 2.4 Customer Characterization: Analysis to Prioritize BMP selection.

_X_ Consideration of TWDB Municipal BMP 2.3 Water Survey for Single-Family and Multi-Family Customers, as applicable.

_X_ Adoption of a method for monitoring and evaluating the effectiveness of conservation measures by installing electronic meters with advanced metering infrastructure (AMI) that monitors water usage in real time.

4.3 Permanent Watering Schedule - Required

During the months of October through April, residential and commercial customers are required to limit irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems to twice a week between the hours of midnight to 10:00 a.m. and 7:00 p.m. to midnight according to the following schedule:

- Even-numbered addresses are allowed lawn watering two days per week, on Tuesday and Friday.
- Odd-numbered addresses are allowed lawn watering two days per week, on Monday and Thursday.
- The watering of nonestablished trees, shrubs and bushes will be accomplished on the same days.
- If there is no street address associated with the property, such as a parkway, or if there is more than one street address associated with a single contiguous property, the irrigation days are Wednesday and Saturday.

During the months of May through September, residential and commercial customers are required to limit irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems to once a week between the hours of midnight to 10:00 a.m. and 7:00 p.m. to midnight according to the following schedule:

- If the last digit of the address ends in zero or nine, the irrigation day is Monday.
- If the last digit of the address ends in one or eight, the irrigation day is Tuesday.
- If the last digit of the address ends in two or seven, the irrigation day is Wednesday.
- If the last digit of the address ends in three or six, the irrigation day is Thursday.
- If the last digit of the address ends in four or five, the irrigation day is Friday.

4.4 Water Reuse – Required to address applicability, if relevant

Alternative water supplies such as reuse, greywater, or rainwater harvesting were considered during the preparation of this plan. Due to the City's lack of wastewater treatment infrastructure and land use characteristics, these alternatives are not applicable at this time.

For utilities operating a wastewater treatment plant:

If wastewater treatment is required on-site, a development design plan should include a reuse system designed to deliver wastewater for the following types of water uses once the wastewater volume is adequate:

____ Irrigation of right-of-ways and medians
____ Irrigation of athletic fields (list names and acreage_____)
____ Irrigation of parks (list names and acreage_____)
____ Irrigation of golf courses (list names and acreage_____)
____ Other (please list _____)

The treated wastewater effluent, as treated by the City of Austin on behalf of the City of Rollingwood, currently produced is 519,066 gallons per day and 0% of that effluent is used for the irrigation uses listed above.

The City of Austin treats all of the City of Rollingwood's wastewater. In order for the City of Rollingwood to have reuse infrastructure, it would have to contract with the City of Austin to build the delivery infrastructure and also to receive the reuse. At this time, the City of Rollingwood does not think a reuse alternative supply is an appropriate water supply option.

4.5 Education and Outreach

4.5.1 Required Measures

Throughout the year, water conservation literature will be made available to users regarding water conservation, native landscaping and other related topics to garden clubs, homeowner associations, and various other interested groups. The City of Rollingwood's staff may attend such events or request a presentation from LCRA staff to promote water conservation.

4.5.2 Additional Education and Outreach Best Management Practices (BMPs)
(Not required by LCRA, but highly encouraged. Please check all that apply.)

__X__ The City of Rollingwood will do its best to educate its customers of and enforce the Permanent Watering Schedule using available AMI data.

____ Irrigation system evaluations will be offered to customers with large landscape irrigation needs in the utility service area following TWDB Municipal BMP 5.5 Residential Landscape Irrigation Evaluations and offered and actively marketed individually to all customers using over 25,000 gallons per month during peak irrigation months. Irrigation evaluations consist of evaluating the irrigation system, checking for leaks and other performance problems, and customizing an irrigation schedule.

___ Customers will be offered rebates for irrigation system equipment, irrigation system evaluations, pools, landscapes and soil testing from LCRA, as listed on LCRA's website. The City of Rollingwood will assist LCRA with promoting water conservation programs to its customers.

____ Consideration of TWDB Municipal BMP 5.3 Landscape Irrigation Conservation and Incentives, as applicable.

____ Consideration of TWDB Municipal BMP 9.2 Conservation Ordinance Planning and Development.

____ Hotels will be strongly encouraged to adopt a hotel linen reuse option policy where linens are only changed out upon request during multi-night short stays.

4.6 Other Best Management Practices for New Development

(Not required by LCRA, but highly encouraged. Please check all that apply.)

__X__ Temporary landscape watering schedule variance for new landscapes. New landscapes must be watered according to the following schedule for the first 30 days after installation.

Days 1 through 10: spray irrigation allowed every day.

Days 11 through 20: spray irrigation allowed every other day.

Days 21 through 30: spray irrigation allowed every three days.

Watering times: Midnight to 10 a.m. and 7 p.m. to midnight.

_____ Landscape conservation standards for new development. The City of Rollingwood will incorporate standards included in Appendix B of this plan into its adopted rules and regulations, and will follow the ordinance approach described in TWDB Municipal BMP 7.5 Water Wise Landscape Design and Conversion Programs.

____ The City of Rollingwood will adopt TWDB Municipal BMP 9.3, Enforcement of Texas Irrigation Standards.

_____ Swimming pool conservation standards for new development. The City of Rollingwood will incorporate standards included in Appendix C of this plan into its adopted rules and regulations.

____ A requirement for submeters at every residential property for new development.

5. Wholesale Water Conservation Plans - Required

Wholesale treated water customers must develop a drought contingency and a water conservation plan in accordance with LCRA Water Contract Rules. The plans must include a governing board resolution, ordinance or other official document noting that the plan has been formally adopted by the utility. Wholesale treated water customers must include in their wholesale water supply contracts the requirement that each successive wholesale customer develop and implement a water conservation and drought contingency plan.

6. Coordination with Regional Water Planning Group - Required

The service area of the City of Rollingwood is located within the Lower Colorado River Water Planning Area (Region K) of the State of Texas and the district has provided or will provide a copy of this water conservation plan to the regional water planning group. The plan can be sent to the LCRA, c/o Water Contracts and Conservation, P.O. Box 220, Austin, Texas, 78703.

7. Authorization and Implementation

This Water Conservation Plan has been formally adopted by the City of Rollingwood City Council via Ordinance No. 2026-03-25-06 on March 25th, 2026, in accordance with City Code §103-50.

The city administrator, or his/her designee, of the City of Rollingwood is hereby authorized and directed to implement the applicable provisions of the plan. The city administrator, or his/her designee, will act as administrator of the water conservation program. He/she will oversee the execution and implementation of the program and will be responsible for keeping adequate records for program verification. A copy of this plan signed and dated by the city administrator, or his/her designee, will be sufficient to meet this requirement.

7.1 Plan Implementation

The City will evaluate the effectiveness of this plan annually by tracking changes in GPCD, customer leak notifications, participation in conservation programs, and annual water loss audit results. Metrics will be used to adjust strategies as needed.

The City of Rollingwood has designated a water conservation coordinator, who will be responsible for the implementation of this water conservation plan. The current water conservation coordinator is Mayor Gavin Massingill. The city administrator or his/her designee, may re-appoint this position. At that time, the City of Rollingwood will inform LCRA about this personnel change.

Approved by: Gavin Massingill, Mayor (print name)

8. LCRA Progress Reporting and Plan Updates

The City of Rollingwood agrees to comply with LCRA Water Conservation Plan Rules, Section 8.2, by submitting an annual progress report using forms provided by LCRA. These reports will assess the implementation status and performance of the conservation measures outlined in this plan. Reports will be submitted within 30 days of request, and the plan will be reviewed and updated at least once every five years or sooner if required by LCRA or upon material changes to water use patterns.

Signature: _____ Date: 3/25/26

(Customer representative with enforcement authority)

Appendix A – Historical Water Use Data – Table 1

Table 1: Monthly Water Use

Month	2020 (Gallons)	2021 (Gallons)	2022 (Gallons)	2023 (Gallons)	2024 (Gallons)	Average (Gallons)
January	8,118,200	5,704,400	68,024,000[1]	7,520,300	7,572,400	19,387,860
February	6,136,800	5,572,400	6,897,000	111,207,165[2]	8,057,600	27,574,193
March	6,665,600	7,558,000	9,991,000	10,023,400	9,973,600	8,842,320
April	7,718,400	5,927,700	12,433,200	5,265,100	10,418,300	8,352,540
May	11,111,700	6,643,700	14,866,000	6,428,700	11,149,000	10,039,820
June	13,573,600	9,222,400	19,343,000	9,717,500	14,681,000	13,307,500
July	18,055,000	11,299,600	21,209,000	13,385,700	16,510,600	16,091,980
August	17,840,000	13,433,700	19,127,000	15,995,300	19,547,400	17,188,680
September	13,129,900	11,957,400	17,746,900	13,097,300	18,532,300	14,892,760
October	15,212,000	10,753,500	15,018,500	8,955,600	19,495,800	13,887,080
November	11,797,300	8,512,000	9,861,400	10,046,500	12,474,600	10,538,360
December	8,949,200	7,098,700	8,701,100	9,853,600	8,928,000	8,706,120
Total	138,307,700	103,683,500	223,218,100	221,496,165	157,340,600	168,809,213

[1] January 2022's water usage was substituted with January 2025's water usage of 6,072,000 gallons in the calculations for this plan's water conservation goals.

[2] February 2023's water usage was substituted with February 2025's water usage of 9,213,000 gallons in the calculations for this plan's water conservation goals.

Appendix B – LCRA Recommended Landscape Conservation Standards

The City of Rollingwood will provide these standards to customers applying for development permits.

These standards are similar to the Greater Austin Homebuilder "Sensible Landscaping for Central Texas" guidelines developed with significant input from the LCRA. The standards are meant to provide builders and homeowners with a well-designed, water-efficient landscape. The standards can be adopted through ordinance, deed restriction or covenant where economically feasible and allowed by federal, state and local law.

Design

A. No more than 50% or up to 7,000 square feet of the landscape shall be planted in turf. Longer leafed native grasses and wildflowers that use low amounts of water are not considered turf grass when determining how much turf grass is allowed.

B. Automatic spray irrigation for each home/business shall be limited to 2.5 times the foundation footprint, with a 12,000-square-foot maximum. The footprint may include both the house and the garage, but not the driveway or patio.

Soil

A. There shall be no less than **6 inches** of high-quality topsoil in planted areas.

B. Topsoil shall be native soil from the site, or fertile, friable, blended soil/compost blend. Topsoil shall not be of any admixture of subsoil or slag and shall be free of stones over 1½ inches in diameter, lumps, refuse, plants or their roots, sticks, noxious weeds, salts, soil sterilants or other material that is detrimental to plant growth. If topsoil is delivered, it shall be obtained from a well-drained site that is free of flooding. Topsoil shall not be delivered or spread while in a muddy condition.

C. Non-native topsoil shall contain not less than 25 percent organic matter (compost) that is blended through the soil.

D. Topsoil that is added to the site shall be incorporated into the existing surface in a two- to three-inch scarified transition layer to enable water to drain adequately through the different types of soil. Do not scarify within the drip line of existing trees that are to be retained.

Irrigation

A. Automated irrigation systems shall not be required in any new landscape. However, if irrigation is installed it shall meet the guidelines outlined in this section.

B. All irrigation systems shall be installed in accordance with state law, Title 2 Texas Water Code, Chapter 34, and Title 30 Texas Administrative Code, Chapter 344 rules, as regulated and enforced by TCEQ. Irrigation contractors who install the irrigation systems must be TCEQ-licensed irrigators.

C. Drip irrigation shall be used for all irrigated landscaped areas, excluding turf. Turf can be irrigated with drip, but drip irrigation is not required.

D. Areas planted with turf shall be on separate zones from areas planted with shrubs, trees or perennials.

E. Hydrozoning of all areas that are irrigated automatically will be scheduled with plants with similar watering needs.

F. All automatic irrigation systems are required to have a rain sensor, a soil moisture sensor and/or a weather sensor connected to an irrigation controller to stop the irrigation cycle during and after a rainfall event. Rain sensors are to be installed in a location where rainfall is unobstructed. Rain sensors should be adjusted at the ¼-inch setting.

G. Sprinkler irrigation is prohibited in median strips, parking islands and all landscape areas less than 10 feet from curb to curb or 10 feet in width. Areas less than 10 feet curb-to-curb or 10 feet in width can be irrigated with low-volume irrigation. Low-volume irrigation (subsurface drip irrigation or drip irrigation) shall be installed in long landscape strips less than 10 feet in width to avoid runoff and overspray onto the hardscape.

H. All new residential irrigation systems are required to have pressure regulation where static operating pressure exceeds the sprinkler manufacturer's recommended operating range to eliminate extensive misting. These may include in-line pressure regulators, flow control valves, or sprinkler devices equipped with pressure regulation stems or nozzles.

I. Irrigation systems are to have a controller that features multiple start times, rain sensor capability, a water budget feature, and a non-volatile memory in case of power outage.

J. Scheduling recommendations shall be posted inside or immediately near the controller enclosure box for easy reference.

K. Homeowners shall be provided with a complete irrigation plan (or as-built drawing) that describes the location of each irrigation zone, control valves, and sprinkler devices.

L. Sprinkler systems shall be designed with no overspray onto the hardscape.

M. Sprinkler zones located at the bottom of sloped terrain along curbs, sidewalks, driveways, and other hardscapes should be equipped with devices that prevent low-head drainage after the sprinkler zone is turned off. In-line check valves and sprinkler heads with check valves already installed will help prevent low-head drainage.

Plant Choice

A. Plants used must be native and drought tolerant.
B. Turf grasses should be limited to low water use turfs. St. Augustine grasses should not be planted.
C. Invasive plants shall not be used.

Plant Prepping

A. A hole dug for the plant or tree should be two to three times wider than the container or root ball in which the plant is being stored, ensuring water is able to be absorbed by the plant's roots.
B. The existing soil should be blended with compost before the sodding or seeding with the recommended turfgrass.

Plant Placement and Spacing

Proper plant placement and spacing is critical to plant health and long-term landscape quality. Placing plants too close to buildings can cause problems with plant disease, as well as insect and structural problems. Proper plant spacing helps ensure good air flow and room for plants to mature without crowding. Consider the mature height and width of plants before planting them.

Mulch

A. All areas planted with trees, perennials and shrubs shall be finished with a **2- to 4-inch-deep** layer of high-quality 50/50 blend of organic mulch and compost blend.
B. Wood chip mulch shall be clean wood chips free of man-made debris, shredded into coarse pieces ranging from 1 to 3 inches.
C. Rock mulch shall be used in planting beds only as temporary mulch until full plant coverage is achieved, or as permanent mulch in areas with native shrubs and perennials.

Maintenance

A. Replenish mulch/compost blend in non-turf areas every two years at a minimum. Doing so during the fall and spring is recommended.
B. Aerate turfgrass within the first year of construction and twice a year after that (about Oct. 1 and March 1).

C. Topdress turfgrass areas with quality compost twice a year (about Oct. 1 and March 1) at a depth of ¼ to ½ inch following the aeration and drag or rake it into the canopy and aeration holes.

D. Set the automatic irrigation system back to a normal schedule after the establishment period.

Appendix C – LCRA Recommended New Pool Construction Standards

The City of Rollingwood will provide these standards to customers applying for development permits.

A. Private residential swimming pools shall not be installed with sand media filters.
B. Pool water features installed with public swimming pools or private residential swimming pools must be designed so the water feature can be turned off without affecting the filtering capabilities of the pool. Automatic pool fill features must be designed so they can be turned off in both public and private residential swimming pools.
C. Pools with shared water between the pool and spa shall be designed so water can be shared without the necessity of an above-ground water feature that cannot be turned off. If a water feature between the spa and the pool exists, the default setting will be for it to be turned off.
D. Automatic pool fill features must include an automatic pool shut-off feature.
E. Vanishing or negative edge pools must be designed with catch basins large enough to prevent splashing that leads to increased water use.
F. Backwash systems must be designed so they may be turned off.
G. Pool skimmers should be managed in such a way as to minimize water consumption. The range of allowable water within the skimmer fill range should allow for several inches of evaporative loss prior to filling.
H. All residential swimming pools shall have a hose end timer installed at the nearest hose bib location. In addition, a hose bib back-flow prevention device must be connected to the hose bib fixtures nearest to the pool.
I. All residential swimming pools shall be installed with a permanent automatic pool cover to minimize evaporative loss when not in use.

Appendix D – City of Rollingwood Current Water Rate Structure

CITY OF ROLLINGWOOD
403 NIXON DRIVE
ROLLINGWOOD, TEXAS 78746
(512) 327-1838 Fax (512) 327-1869
www.cityofrollingwood.com

March 9, 2018

Dear Rollingwood Water Customers,

On February 21, 2018, the City Council adopted a water rate schedule that incorporates a new element—rather than a fixed Water Demand Charge for all customers, the new Water Demand Charge is based on meter size. There is still a separate Use Charge, which also has been changed. The current and new water rates are set forth below side by side for comparison.

Current Water Rates

Water Demand Charge	$	18.29
Use Charge (per 1,000 gal.)		
Residential		
0-2000	$	-
2,001-10,000	$	5.67
10,001-20,000	$	5.85
20,001-35,000	$	6.94
35,001-50,000	$	10.23
50,001-75,000	$	14.49
75,001-100,000	$	21.42
>100,000	$	28.98
Commercial		
0-2,000	$	-
>2,000	$	6.94
Irrigation		
0-35,000	$	6.94
35,001-50,000	$	10.23
>50,000	$	14.49

New Water Rates

Water Demand Charge		
5/8" or 3/4" Meter	$	20.00
1" Meter	$	30.00
1.5" Meter	$	80.00
2" Meter	$	128.00
3" Meter	$	240.00
4" Meter	$	400.00
6" Meter	$	800.00
8" Meter	$	1,280.00
Use Charge (per 1,000 gal.)		
Residential		
0-2000	$	2.00
2,001-8,000	$	5.00
8,001-13,000	$	7.00
13,001-25,000	$	10.00
25,001-35,000	$	15.00
35,001-50,000	$	21.00
>50,000	$	28.00
Commercial		
All Gallons	$	6.25
Irrigation		
0-35,000	$	7.25
35,001-50,000	$	10.75
>50,000	$	15.25

Based on the new structure of the Water Demand Charge, the size of meter the customer has will determine the monthly base rate. For instance, if a residential customer has a 5/8" meter, the monthly Water Demand Charge will be $20.00. If the customer has a 1" meter, then the monthly Water Demand Charge will be $30.00. After determining the Water Demand Charge for the month, then the Use Charge will be added to it for a final bill.

A change has been made to how the Use Charge is calculated. In the past, there was no charge for the first 2,000 gallons of use. Now there will be a charge for all water used, including for the first 2,000 gallons. The rate for each 1,000 gallons used is charged based on the amount of water the customer uses within each rate usage block. For example, if a residential customer uses a total of 15,000 gallons of water in a month, then the Use Charge would be $89.00. The $89.00 Use Charge is calculated by adding $4.00 ($2.00 per thousand for the first 2,000 gallons), $30.00 ($5.00 per thousand for the next 6,000 gallons), $35.00 ($7.00 per thousand for the next 5,000 gallons), and $20.00 ($10.00 per thousand for the next 2,000 gallons).

Under the new water rate schedule, a resident with a 5/8" meter who used 15,000 gallons of water in a month would be charged $20.00 as a Water Demand Charge plus $89.00 as a Use Charge for a total of $109.00. A customer with a 1" meter using 15,000 gallons would be charged $30.00 as a Water Demand Charge and $89.00 as a Use Charge for a total of $119.00. This new rate schedule will apply beginning April 1, 2018.

Process Of Creating The Rate Structure

The City Council action to raise the rates was taken following a long period of careful analysis and deliberation. Faced with a deficit of approximately $400,000 in the City's Water Fund, the City Council voted to budget funding for a rate study of the water utility. On October 3, 2017, the Utility Commission met to discuss recommending a new water rate structure that accomplished the following objectives:

- Raising the revenue necessary to satisfy the water fund budget and build an adequate reserve to meet current and future operating and capital expenditures;
- Providing a more stable revenue stream from year to year;
- Collecting more revenue from demand charges to cover fixed expenses;
- Incorporating the latest wholesale water rate charged by the City of Austin; and,
- Maintaining a water conservation-oriented rate structure.

How Did The Water Fund Arrive At Such A Deficit?

The Water Fund has been operating in a deficit since 2013. A capital improvements project to move water lines from backyards to front yards of residents was not sufficiently funded with bond financing and reserves were tapped to cover the expenditures. Additionally, central Texas experienced a couple of years of historical drought conditions that imposed water restrictions and encouraged customers to use less water in their households and when watering lawns, which led to a significant reduction in water sales. Finally, according to the rate analyst hired by the City, current rates are underfunding the Water Fund by 30%.

Analysis Of The New Water Rate Schedule

The rate structure is expected to be financially viable for the 2017-2018 budget year and into the future. It adjusts the current tiers of water usage to better match current usage patterns and scales the Water Demand Charge based on meter size.

The rate structure embodies the concept of placing the City's highest priority on providing essential water to both residential and commercial customers at a reasonable cost, while sending a price signal that all irrigation water is considered a lower priority use.

The City's Wholesale Water Contract

The City of Rollingwood purchases its water from the city of Austin pursuant to a long-term wholesale contract and this is the largest expenditure of the Water Fund. The contract obligates Austin to deliver to the city up to 1,000,000 gallons per day, subject to reductions in that amount under certain circumstances. The most recent month of peak usage was August 2017, in which the amount of water purchased was 16,081,000 gallons.

The wholesale price of water is determined annually by Austin using a cost of service model. One of the principal components of the model is the degree to which the city of Rollingwood minimizes its peak water usage during a month in relative comparison with the other wholesale purchasers of Austin water. The current wholesale water price for Rollingwood is $4.65 per 1,000 gallons.

Water Conservation Rate Structure

Reasons why the City Council decided to adopt a water rate structure that encourages water conservation include, but are not limited to, the following:

- Price increases are an effective means of reducing discretionary irrigation water use, and
- Residential and commercial customers that use large amounts of water during the peak summer months potentially create a higher wholesale cost for Rollingwood, which would adversely impact all residential and commercial customers.

None of us want to pay a higher water bill, but all of us have a stake in making sure that our water utility is fiscally sound and all residential and commercial customers have access to essential water needs at a reasonable cost. We believe this new water rate structure will do this.

As always, I welcome input from everyone on this, and on any other subject that relates to our wonderful City.

Sincerely,



Roxanne McKee
Mayor

Appendix E – Water Conservation Plan Adoption Resolution

Exhibit F

Drought Contingency Plan

Drought Contingency Plan For Municipal Water Use

For

City of Rollingwood

Prepared By: HW Lochner Inc

March 2026

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City of Rollingwood

DROUGHT CONTINGENCY PLAN FOR MUNICIPAL WATER USE

INTRODUCTION

This Drought Contingency Plan (DCP) is adopted as an ordinance by the City of Rollingwood in accordance with Title 30, Texas Administrative Code, Chapter 288, and the contract requirements of the Lower Colorado River Authority (LCRA). The purpose of this plan is to conserve the available water supply and protect the integrity of water supply facilities, with particular regard to domestic water use, sanitation, and fire protection.

1.0 Declaration of Policy, Purpose and Intent

The Lower Colorado River Authority (LCRA) provides contracts to firm customers for water supply. In cases of drought, periods of abnormally high usage or system contamination, or extended reduction in ability to supply water due to equipment failure, LCRA may require water customers to institute temporary restrictions to limit nonessential water usage. This Drought Contingency Plan (Plan) is designed to protect the available water supply and protect the integrity of water supply facilities, with regard for domestic water use, sanitation and fire protection during these periods or other water supply emergencies.

Water uses regulated or prohibited under this Plan are considered nonessential and continuation of such uses during times of water shortage or other emergency water supply conditions is deemed to constitute a waste of water.

2.0 Authorization

The designated manager or official of the City of Rollingwood is hereby authorized and directed to implement the applicable provisions of this plan upon determination that such implementation is necessary to protect public health, safety and welfare. The designated manager or official of the City of Rollingwood shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan. This authorization was designated as part of the plan's approval by the City of Rollingwood's governing board (*See Appendix D*).

3.0 Public Education

The designated manager or official of the City of Rollingwood will periodically provide its employees, members, and the public with information about this Plan, including the importance of the Plan, information about the conditions under which each stage of the Plan is to be initiated, processes used to reduce water use, and impending or current drought conditions.

4.0 Coordination with Wholesale Provider

The City of Rollingwood purchases treated water from the City of Austin, which receives raw water from LCRA. As a result, Rollingwood coordinates drought response actions with the City of Austin and will provide direct notification to LCRA of any implementation or termination of drought response stages within **five (5) business days**, as required by LCRA contract terms. Coordination ensures consistency in water demand management across the region and maintains compliance with LCRA's drought planning framework.

The City of Rollingwood has provided a copy of this Plan to the Lower Colorado Regional Planning Group (Region K).

5.0 Notice Requirements

The City of Rollingwood shall notify the executive director of the Texas Commission on Environmental Quality and LCRA General Manager in writing within **five (5) business days** of the implementation of any mandatory provisions of the Drought Contingency Plan.

6.0 Permanent Water Use Restrictions

The following restrictions apply to all City of Rollingwood water utility system(s) on a year-round basis, regardless of water supply or water treatment plant production conditions. According to the restrictions, a water user **must not**:

1) Irrigate outdoors using an automatic or manual irrigation systems or hose-end sprinklers more than once or twice per week, depending on the month of the year, or outside scheduled days and times as indicated in Appendix A.

2) Fail to repair a controllable leak, including, but not limited to, a broken sprinkler head, a leaking valve, leaking or broken pipes, or a leaking faucet.

3) Operate an irrigation system:
   - with a broken head;
   - with a head that is out of adjustment and the arc of the spray head is over a street or parking area;
   - with a head that is fogging or misting because of excessive water pressure; or
   - between the hours of 10 a.m. and 7 p.m.

4) During irrigation, allow water:
   - to run off a property and form a stream of water in a street for a distance of 50 feet or greater; or
   - to pool in a street or parking lot to a depth greater than one-quarter of an inch.

7.0 Initiation and Termination of Response Stages

The City of Rollingwood's designated manager or official shall monitor water supply and demand conditions on a regular basis and shall determine when conditions warrant initiation and termination of each stage of this Plan in accordance with LCRA's Water Management Plan.

Water supply conditions will be determined by the source of supply, system capacity and weather conditions. Water demand will be measured by the peak daily demands on the system.

Public notification of the initiation or termination of drought response stages shall be by a variety of ways (e.g., bill inserts, email, automated telephone calls, signs posted at entry points to the service area, social media posts, website content or a combination of these methods).

The following triggering criteria shall apply to the City of Rollingwood's water utility system(s) and customer service area.

7.1 Triggering Criteria for Initiation and Termination of Drought Response Stages

- **Drought Contingency Plan Stage 1 - Mild Water Shortage Conditions**

A. **Requirements for initiation** - Customers shall be requested to adhere to the Stage 1 Drought Response Measures when one or more of these criteria occur:

1. Treatment Capacity:
   - For surface water systems, when total daily water demand equals or exceeds 80% of the total operating system treatment capacity for three consecutive days, or 85% on a single day.

2. Water Supply:
   - Combined storage of Lakes Travis and Buchanan falls below 1.1 million acre-feet, in accordance with the LCRA Drought Contingency Plan for Firm Water Customers (DCP).

B. **Requirements for termination** - Stage 1 of the plan may be rescinded when:

1. Treatment Capacity:
   - The water treatment plant capacity condition listed above as a triggering event for Stage 1 has ceased to exist for five consecutive days.

2. Water Supply:
   - Combined storage of Lakes Travis and Buchanan reaches 1.2 million acre-feet.

(2) STAGE 2 - Moderate Water Shortage Conditions (Mandatory Measures)

A. **Requirements for initiation** - Customers shall be required to adhere to the Stage 2 Drought Response Measures when one or more of these criteria occur:

1. Treatment Capacity:
   - For surface water systems, when total daily water demand equals or exceeds 93% of the total operating system treatment capacity for three consecutive days, or 95% on a single day.

2. Water Supply:
   - Combined storage of Lakes Travis and Buchanan falls below 900,000 acre-feet, in accordance with the LCRA DCP; or
   - On March 1 or July 1, the combined storage of Lakes Travis and Buchanan is below 1.1 million acre-feet and the prior three-months of inflows cumulative total is less than the 25th percentile of historical inflows for that three-month period, in accordance with the LCRA DCP.

B. **Requirements for termination** - Stage 2 of the Plan may be rescinded when:

1. Treatment Capacity:
   - The water treatment plant capacity condition listed above as a triggering event for Stage 2 has ceased to exist for five consecutive days.

2. Water Supply:
   - Combined storage of Lakes Travis and Buchanan reaches 1.1 million acre-feet.

Upon termination of Stage 2, Stage 1 becomes operative unless the criteria for terminating Stage 1 is also met.

(3) STAGE 3 - Severe Water Shortage Conditions (Mandatory Measures)

A. **Requirements for initiation** - Customers shall be required to adhere to the Stage 3 Drought Response Measures when one or more of these criteria occur:

1. Treatment Capacity:
   - For surface water systems, when total daily water demand equals or exceeds 95% of the total operating system treatment capacity for three consecutive days, or 97% on a single day.

2. Water Supply:
   - Combined storage of Lakes Travis and Buchanan falls below 750,000 acre-feet, in accordance with the LCRA DCP.

B. **Requirements for termination** - Stage 3 of the Plan may be rescinded when:

1. Treatment Capacity:
   - The water treatment plant capacity condition listed above as a triggering event for Stage 3 has ceased to exist for five consecutive days.

2. Water Supply:
   - Combined storage of Lakes Travis and Buchanan reaches 825,000 acre-feet.

Upon termination of Stage 3, Stage 2 becomes operative unless the criteria for terminating Stage 2 is also met.

(4) STAGE 4- Critical Water Conditions

A. **Requirements for initiation** - Customers shall be required to adhere to the Stage 4 Drought Response Measures when one or more of these criteria occur:

1. Treatment Capacity:
   - Major water line breaks, loss of distribution pressure or pump system failures that cause substantial loss in the ability to provide water service.

2. Water Supply:
   - Combined storage of Lakes Travis and Buchanan reaches 600,000 acre-feet; or
   - The LCRA Board of Directors declares a Drought Worse than Drought of Record or other water supply emergency and orders the mandatory curtailment of firm water supplies.

B. **Requirements for termination** - Stage 4 of the Plan may be rescinded when:

1. Treatment Capacity:
   - The water treatment plant capacity condition listed above as a triggering event for Stage 4 has ceased to exist for five consecutive days; or

2. Water Supply:
   - LCRA announces that mandatory Stage 4 water restrictions for firm water customers are no longer required in accordance with the LCRA DCP.

Upon termination of Stage 4, Stage 3 becomes operative unless the criteria for terminating Stage 3 is also met.

(5) STAGE 5- Emergency Water Conditions

A. **Requirements for initiation** - Customers shall be required to adhere to the Stage 5 Drought Response Measures when one or more of these criteria occur:

1. Treatment Capacity:
   - Major water line breaks, loss of distribution pressure or pump system failures that cause substantial loss in the ability to provide water service.

2. Water Supply:
   - Natural or man-made contamination of the water supply source; or
   - Any other emergency water supply or demand conditions that the LCRA general manager or the LCRA Board determines either constitutes a water supply emergency or is associated with a Drought Worse than Drought of Record declaration requiring the mandatory curtailment of

firm water supplies at a level more severe than in Stage 4.

B. **Requirements for termination** - Stage 5 of the Plan may be rescinded when:

1. Treatment Capacity:
   - The water treatment plant capacity condition listed above as a triggering event for Stage 5 has ceased to exist for five consecutive days; or

2. Water Supply:
   - LCRA announces that mandatory water restrictions for firm water customers are no longer required in accordance with the LCRA DCP.

Upon termination of Stage 5, Stage 4 becomes operative.

8.0 Drought Response Measures

8.1 Targets for Water-Use Reductions

(1) STAGE 1 - Mild Water Shortage Conditions (Mandatory Measures)

System Capacity Reduction Target: Limit daily water demand to no more than 80% capacity for three consecutive days or 85% for one day.

Water Supply Reduction Target: Achieve a 10% reduction in water use.

(2) STAGE 2 - Moderate Water Shortage Conditions (Mandatory Measures)

System Capacity Reduction Target: Limit daily water demand to no more than 80% capacity for three consecutive days or 85% for one day.

Water Supply Reduction Target: Achieve a 20% reduction in water use.

(3) STAGE 3 - Severe Water Shortage Conditions (Mandatory Measures)

System Capacity Reduction Target: Limit daily water demand to no more than 80% capacity for three consecutive days or 85% for one day.

Water Supply Reduction Target: Achieve a 25% reduction in water use.

(4) STAGE 4 - Critical Water Shortage Conditions (Mandatory Measures)

System Capacity Reduction Target: Limit daily water demand to no more than 80% capacity for three consecutive days or 85% for one day.

Water Supply Reduction Target: Achieve a 30% reduction in water use (minimum 20%).

(5) STAGE 5 - Emergency Water Shortage Conditions (Mandatory Measures)

System Capacity Reduction Target: Limit daily water demand to no more than 80% capacity for three consecutive days or 85% for one day.

Water Supply Reduction Target: As determined by the LCRA Board.

8.2 Retail Customers Measures

(1) STAGE 1 - Mild Water Shortage Conditions

A. Supply Management Measures:

1. The City of Rollingwood will review system operations and identify ways to improve system efficiency and accountability.
2. The City of Rollingwood will review this document and associated enforcement mechanisms and prepare for an increased level of enforcement.

B. Demand Management Measures:

1. Irrigation of Landscaped Areas. Irrigation of landscaped areas shall be limited to no more than ONCE weekly watering schedule from Oct. 1 to April 30. Irrigation of commercial landscapes and recreational areas (including public parks) may apply for a variance but must still develop a schedule where no part of the landscape is watered more than once per week. (*See Appendix A - City of Rollingwood Water System - Watering Schedule.)*
2. The City of Rollingwood will ask customers to comply with the remaining water-use restrictions outlined in Stage 2 of the Plan.
3. The City of Rollingwood will actively share drought-related information and the need to conserve.
4. If appropriate, the City of Rollingwood will explore ways to implement permanent water efficiency ordinances relating to uses such as vehicle washing facilities, pressure washing equipment, drought-tolerant landscaping for all new landscapes and irrigation evaluations for large properties.

(2) STAGE 2 - Moderate Water Shortage Conditions (Mandatory Measures)

C. Supply Management Measures:

1. Apply all water-use restrictions prescribed for Stage 2 of the Plan for the City of Rollingwood's utility-owned facilities and properties.
2. The City of Rollingwood will explore ways to reduce system water loss by measures such as fixing leaks, replacing old meters and recycling line flush water, as appropriate.
3. The City of Rollingwood will explore ways to increase use of recycled wastewater to reduce irrigation of public parks with potable water, as

appropriate.

4. City of Rollingwood will actively share drought-related information, including current and projected water supply conditions, water supply restrictions and the need to conserve to its retail customers, including publicly posting notice of entering or exiting Stage 2 on City of Rollingwood's website.
5. The City of Rollingwood will actively enforce the irrigation watering restrictions.

D. Demand Management Measures:

Under threat of penalty, the following water-use restrictions shall apply to all retail water customers:

1. Irrigation of Landscaped Areas:

a. Irrigation of landscaped areas with hose-end sprinklers or automatic or manual irrigation systems shall be limited to no more than ONCE weekly as determined by the City of Rollingwood. Irrigation of commercial landscapes and recreational areas (including public parks) may apply for a variance but must still develop a schedule where no part of the landscape is watered more than once per week. (*See Appendix A - City of Rollingwood Water System - Mandatory Watering Schedule.)*

b. Outdoor watering hours will be limited to **15 hours** per day before 10 a.m. and after 7 p.m. on designated days as determined by the City of Rollingwood (see watering schedule in Appendix A). This prohibition does not apply to irrigation of landscaped areas if it is by means of:
   i. a hand-held hose with a positive shut-off device; or
   ii. a faucet-filled bucket or watering can of 5 gallons or less.

c. New landscapes may be installed and revegetation seeding performed under these specific criteria:
   i. A completed variance form for new landscapes has been submitted to the City of Rollingwood and has been approved prior to the installation of the landscape, or re-vegetation seed application.
   ii. Irrigation of the new landscape follows the schedule identified in the new landscape variance. The schedule will be developed to minimize water waste.
   iii. Areas being revegetated for soil stabilization must also comply with the (i) and (ii) specific criteria above. Alternative options to revegetation such as mulch may be available in times of low water supply. Additional information regarding options is available in the LCRA Highland Lakes Watershed Ordinance Technical Manual.
   iv. Variances for new landscapes may be issued for a period of no more than 30 days from the day of issuance. A variance is not an exemption from compliance with the permanent water use restrictions under Section 9.2 of this plan. Variances will not be granted for seasonal "color bed" or temporary grass installation (overseeding).
   v. New landscapes may only be installed if no more than 50% of the new irrigated landscaped area is only water-conserving natural turf

and only drought-tolerant or native plants are installed.

2. Vehicle Washing:

Use of water to wash any motor vehicle, such as a car, truck, motorbike, boat, trailer or airplane, is prohibited except on designated watering days before 10 a.m. or after 7 p.m. Such activity, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shut-off nozzle. A vehicle may be washed anytime at a commercial car wash facility or commercial service station. This activity is exempt from these regulations if the health, safety and welfare of the public are served by washing the vehicle, such as a truck used to collect garbage or used to transport food and perishables.

3. Pools:

a. Draining and refilling is permitted only onto pervious surfaces or onto a surface where water will be transmitted directly to a pervious surface, and only if:
   i. Draining excess water from pool due to rain in order to lower water to maintenance level;
   ii. Repairing, maintaining or replacing pool components that have become hazardous; or
   iii. Repair of a pool leak.

b. Public/community swimming pools are allowed to fill or replenish water in order to maintain safe levels of water quality for human contact and for maintenance as outlined above.

4. Outside Water Features:

a. Operation of outside water features except for ornamental fountains with a 4-inch emission or fall of water[1] that are recirculating is prohibited except where such features are used for aeration necessary to sustain aquatic life or maintain water quality. (This provision includes recirculating fountains associated with aesthetic ponds and swimming pools unless required for filtration).
b. Operation of outdoor misting systems at a commercial facility is allowed only between 4 p.m. and midnight.
c. Splash pad type fountains must be recirculating and should have an automatic timer shut-off feature when not in use unless public health and safety is compromised by installing a shut-off feature.

5. Ponds:

Ponds used for aesthetic, amenity and/or storm water purposes may maintain water levels only as necessary to preserve the integrity of the liner

[1] Adopted from the City of Austin's 2012 Drought Contingency Plan update, which went through an extensive public input process. This measure was proposed by the fountain industry through that process.

and operating system. The City of Rollingwood may request specific design documentation regarding a pond and the intended purpose.

6. Events:

Events involving the use of water such as: car washes, festivals, parties, water slides and other activities involving the use of water are permitted, if the water being used drains to a recirculating device or onto a pervious surface to prevent water waste.

a) A charity car wash may not be conducted unless it occurs at a commercial vehicle washing facility.

7. Restaurants:

Restaurants, bars and other commercial food or beverage establishments are encouraged not to provide drinking water to customers unless a specific request is made by the customer for drinking water.

8. Fire Hydrants:

Use of water from fire hydrants shall be prohibited for landscape irrigation, filling pools, operating fountains and car washing. Water should be transported only for the purpose of firefighting or providing minimal water needed for indoor use where auxiliary sources are inadequate and activities necessary to maintain public health, safety and welfare, or for construction use. Transport of water other than for firefighting requires a variance and a meter.

9. Athletic fields

Watering should follow a no more than once-per-week schedule per irrigated area unless the athletic fields are actively used for organized sports practice, competition or exhibition events when irrigation outside of the standard weekly schedule is necessary to protect the health and safety of the players, staff or officials present for the athletic event.

a) All ornamental landscape areas around facilities with athletic fields shall follow general landscape irrigation restrictions.
b) A variance must be filed with the City of Rollingwood for watering outside of the once per week irrigation schedule stated in Appendix A.

10. Water Waste

The following nonessential uses of water are prohibited during periods in which restrictions are in effect:

a. Washing sidewalks, walkways, driveways, parking lots, street, sport courts and other impervious surfaces is prohibited except for immediate health and safety.

b. Use of water to wash buildings, houses or structures with a pressure washer is restricted to equipment that is fitted with a water recycling unit and a spray nozzle using no more than 3.5 gallons of water per minute and employing a working trigger shut-off with a protective weep mechanism. Use of water to wash buildings with a hand-held hose with a positive shut-off nozzle is allowed.

c. Use of water to control dust is prohibited, unless there is a demonstrated need to do so for reasons of public health and safety, or as part of an approved construction plan.

(3) STAGE 3 - Severe Water Shortage Conditions (Mandatory Measures)

A. Supply Management Measures:

1. The City of Rollingwood will aggressively reduce system water loss by measures such as fixing leaks, replacing old meters and recycling line flush water, as appropriate for the utility system.
2. The City of Rollingwood will actively share drought-related information, including the current and projected water supply conditions, water supply restrictions and the need to conserve to its retail customers including publicly posting notice of entering or exiting Stage 3 on City of Rollingwood's website.
3. In addition to measures implemented in the preceding stages of the plan, the City of Rollingwood will explore additional emergency water supply options.

B. Demand Management Measures: Under threat of penalty, all retail customers are required to further reduce nonessential water uses as follows. All requirements of Stage 2 shall remain in effect during Stage 3, with the following modifications and additions.

1. Irrigation of Landscaped Areas:

a. Irrigation of landscaped areas with automatic or manual irrigation systems or hose-end sprinklers shall be limited to a maximum once a week watering schedule for no more than **6 hours**. Irrigation of commercial landscapes and recreational areas (including public parks) may apply for a variance but must still develop a schedule where no part of the landscape is watered more than once per week. *(See Appendix A - City of Rollingwood Water System - Mandatory Watering Schedule.)*

b. Outdoor watering hours for hand watering will be limited to 15 hours a day, before 10 a.m. or after 7 p.m. on designated days as determined by the City of Rollingwood *(see watering schedule in Appendix A)*. The allowed methods of irrigation of landscaped areas are:

i. a hand-held hose with a positive shut-off device;
ii. a faucet-filled bucket or watering can of 5 gallons or less;
iii. a soaker hose; or
iv. tree gator watering bags.

c. New landscapes may only be installed if:
   i. a 30-day watering schedule variance has been applied for and accepted;
   ii. no more than 25% of the new irrigated landscaped area is natural turf. Turf must be water-conserving;
   iii. only drought-tolerant or native plants are installed; and
   iv. sprinkler irrigation is prohibited in planting beds.

d. Revegetation of disturbed areas due to construction is allowed, if required by local, state, or federal regulations. A temporary watering variance must be granted by the City of Rollingwood.

2. Vehicle Washing:

Use of water to wash any motor vehicle, such as a car, truck, motorbike, boat, trailer or airplane, is prohibited except on designated watering days between 7 a.m. and 10 a.m. and between 7 p.m. and 10 p.m. Such activity, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shut-off nozzle. A vehicle can be washed at any time at a commercial car wash facility or commercial service station that recycles its water. This activity is exempt from these regulations if the health, safety and welfare of the public are served by washing the vehicle, such as a truck used to collect garbage or used to transport food and perishables.

3. Pools:

Installation of swimming pools is prohibited except when equipped with an automatic pool cover. Public/community swimming pools may be exempt from this prohibition to maintain safe levels of water quality for human contact.

4. Outside Water Features:

a) Operation of ornamental fountains is prohibited.
b) Operation of outside water features, is only allowed when such features are used for aeration necessary to sustain aquatic life or maintain water quality. (This provision includes fountains associated with aesthetic ponds and swimming pools.)
c) Operation of residential aesthetic or recreational devices such as water slides is prohibited.
d) Operation of outdoor misting systems at a commercial facility is allowed only between 4 and 8 p.m.

5. Ponds:

Ponds used for aesthetic, amenity and/or stormwater purposes may maintain water levels only necessary to preserve the integrity of the liner and operating system and meet the LCRA Highland Lakes Watershed

Ordinance or other applicable non-point source pollution regulation. The City of Rollingwood may request specific design documentation regarding a pond and the intended purpose..

6. Events:

Events involving the use of water such as car washes, festivals, parties, water slides, and other activities involving the use of water are prohibited.

7. Recreational areas (includes municipal parks and common areas):

Irrigation of recreational areas with potable water must follow the six-hour weekly irrigation schedule outlined in section B1, and watering of recreational areas should be prioritized by frequency of use. Unnecessary foot traffic should be discouraged. Watering using an auxiliary source such as recycled water is exempt from these restrictions.

8. Athletic fields:

A variance including a map of active play areas that must be irrigated with automatic sprinkler systems for sports practice and competition must be filed with the City of Rollingwood if irrigation falls outside of the normal watering schedule listed in Appendix A. The irrigation must be necessary to protect the health and safety of the players, staff, and officials present for athletic events.

a) All ornamental landscape areas around facilities with athletic fields shall follow general landscape irrigation restrictions.
b) All athletic fields that are not actively used for sports practice and competition shall follow general landscape irrigation restrictions.

9. Water Waste:

The following additional nonessential uses of water are prohibited at all times during periods in which restrictions have gone into effect

a) Pressure washing is prohibited but variances may be granted by the City of Rollingwood on the designated watering day for health and safety purposes only. Pressure washing equipment must be fitted with a spray nozzle that does not use more than 3.5 gallons of water per minute and has a trigger shut-off.

(4) STAGE 4 – Critical Water Shortage Conditions

Under threat of penalty for violation, all retail customers are required to reduce non-essential water uses during an emergency. All requirements of stages 1 through 3 are also in effect during Stage 4, with the following modifications and additions:

A. Irrigation of ornamental turfgrass is prohibited. The use of hose-end sprinklers

and automatic irrigation systems, including drip irrigation, are prohibited except as provided under item B below.

B. Irrigation of foundations, trees and vegetable gardens is allowed with a hand-held hose with a working on/off nozzle, bucket, drip irrigation or soaker hoses irrigation only for **six (6) hours** between the hours of 7 a.m. and 10 a.m. or 7 p.m. and 10 p.m. one day per week on the designated outdoor water use day as determined by the City of Rollingwood.

C. New landscapes irrigated with spray irrigation are prohibited. New irrigated turf grass is prohibited. The City of Rollingwood may issue new landscape variances for planting beds installed with drought-tolerant or native plants specified in the Grown Green Plant Guide as having low or very low water needs (http://austintexas.gov/department/grow-green/plant-guide) and irrigated with point source drip irrigation or hand-held hose.

D. Use of water to operate outside water features, including fountains, outdoor misting systems and splash pads, is prohibited.

E. Use of water to wash any motor vehicle, such as a car, truck, motorbike, boat, trailer, airplane or other vehicle is prohibited, except as required for public health and safety purposes. Commercial car washing facilities, except facilities that recycle water, may operate for health and safety purposes only.

F. The filling or replenishing of single-family residential swimming pools is only allowed if the pool is covered with a pool cover when not in use.

G. Public/community swimming pools are allowed to fill or replenish water in order to maintain safe levels of water quality for human contact.

Upon declaration of Stage 4, water use restrictions outlined in Stage 3 shall immediately apply.

(5) STAGE 5 – Emergency Water Shortage Conditions

Under threat of penalty for violation, all retail customers are required to reduce non-essential water uses during an emergency. All requirements of Stages 1 through 4 are also in effect during Stage 5, with the following modifications and additions:

A. Irrigation of landscaped areas is prohibited.

B. Use of water to wash any motor vehicle, such as a car, truck, motorbike, boat, trailer, airplane or other vehicle is prohibited. This activity is only exempt from these regulations if the health, safety and welfare of the public are served by washing the vehicle, such as a truck used to collect garbage or used to transport food and perishables.

C. Use of water from fire hydrants shall be limited to firefighting and activities

necessary to maintain public health, safety and welfare.

D. No applications for new, additional, expanded or larger water service connections, meters, service lines, pipeline extensions, mains or water service facilities of any kind shall be allowed or approved.

Upon declaration of Stage 5, water use restrictions outlined in Stage 4 shall immediately apply.

If Stage 4 is declared, the City of Rollingwood has identified and will initiate the following emergency interconnects and/or alternative water supply arrangements:

- N/A

Additional measures may be added as needed.

9.0 Enforcement

9.1 Enforcement Provisions

The following enforcement provisions shall apply to all City of Rollingwood water customers:

[X] *Appendix B – Enforcement Provisions for Municipalities*

9.2 Variances

(1) Except as limited in other sections, City of Rollingwood staff may grant variances for:

A. Temporary watering schedules for new landscapes that use drought-resistant landscaping or water-conserving natural turf. Temporary watering schedule variances also are allowed for revegetation of disturbed areas due to construction, or if required by local, state, or federal regulations. Temporary watering schedule variances shall include the following limitations:
- A 30-day temporary watering schedule must be applied for and issued before the irrigation may begin;
- Days 1 thru 10: Automatic irrigation or hose-end sprinklers are allowed every day except between the hours of 10 a.m. and 7 p.m.;
- Days 11-20: Automatic irrigation or hose-end sprinklers are allowed every other day except between the hours of 10 a.m. and 7 p.m.;
- Days 21-30: Automatic irrigation or hose-end sprinklers are allowed every third day except between the hours of 10 a.m. and 7 p.m.; and
- Day 31: User return to the watering schedule as defined in Appendix A.
- Hand watering is allowed anytime with a hose equipped with a positive shut-off nozzle.

B. Exemption from specific applications of the outdoor water schedule, providing

that the variances do not increase the time allowed for watering but rather alter the schedule for watering.

C. Allowing the use of alternative water sources (i.e., groundwater, reclaimed wastewater) that do not increase demand on potable water sources for outdoor use. Variance requests may be submitted to staff and need not meet the requirements of subsection below.

(2) The general manager, or his designee, may grant in writing temporary variances for existing water uses otherwise prohibited under this plan if it is determined that failure to do so would cause an emergency adversely affecting public health, sanitation or fire protection, and if one or more of the following conditions are met:

A. Compliance with this plan cannot be accomplished during the duration of the time the plan is in effect; or

B. Alternative methods can be implemented that will achieve the same level of reduction in water use.

(3) Persons requesting a variance from the provisions of this plan shall file a petition for variance with the City of Rollingwood any time the plan or a particular drought response stage is in effect. The general manager or his designee will review petitions for variances. The petitions shall include the following:

- Name and address of the petitioner;
- Purpose of water use;
- Specific provision of the plan from which the petitioner is requesting relief;
- Detailed statement as to how the specific provision of the plan adversely affects the petitioner or what damage or harm the petitioner or others will sustain if petitioner complies with this plan;
- Description of the relief requested;
- Period of time for which the variance is sought;
- Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this plan and the compliance date; and
- Other pertinent information.

(4) Variances granted by the City of Rollingwood shall be subject to the following conditions, unless waived or modified by the general manager, or his designee:

A. Variances granted shall include a timetable for compliance.

B. Variances granted shall expire when the plan, or its requirements, is no longer in effect, unless the petitioner has failed to meet specified requirements.

(5) No variance shall be retroactive or otherwise excuse any violation occurring before the variance was issued.

9.3 Plan Updates

The plan will be reviewed and updated as needed to meet both TCEQ and LCRA drought contingency plan rules.

Appendix A – Mandatory Watering Schedules

Permanent Mandatory Watering Schedule for Residential and Commercial Customers

City of Rollingwood

During the months of October through April:

Irrigate outdoors using automatic or manual irrigation systems or hose-end sprinklers no more than TWICE per week for up to **fifteen (15) hours** and only during scheduled days and times as indicated below:

Properties
Odd number addresses: Mondays and Thursdays
Even number addresses: Tuesdays and Fridays

Watering Hours
Midnight to 10 a.m. and 7 p.m. to midnight

During the months of May through September:

Irrigate outdoors using automatic or manual irrigation systems or hose-end sprinklers no more than ONCE per week for up to **fifteen (15) hours** and only during scheduled days and times as indicated below:

Properties
Address digit ends in zero or nine: Monday
Address digit ends in one or eight: Tuesday
Address digit ends in two or seven: Wednesday
Address digit ends in three or six: Thursday
Address digit ends in four or five: Friday

Watering Hours
Midnight to 10 a.m. and 7 p.m. to midnight

Stage 1 Mandatory Winter Watering Schedule

City of Rollingwood

Irrigate outdoors using automatic or manual irrigation systems or hose-end sprinklers no more than ONCE per week for up to **fifteen (15) hours** only during scheduled days and times as indicated below between the dates of Oct. 1 and April 30.

Properties
Address digit ends in zero or nine: Monday
Address digit ends in one or eight: Tuesday
Address digit ends in two or seven: Wednesday
Address digit ends in three or six: Thursday

Address digit ends in four or five: Friday

Watering Hours
Midnight to 5 a.m. and 7 p.m. to midnight

Stage 2 Mandatory Summer Watering Schedule

City of Rollingwood

Irrigate outdoors using automatic or manual irrigation systems or hose-end sprinklers no more than **ONCE per week** for up to **fifteen (15) hours** and only during scheduled days and times as indicated below.

Properties
Address digit ends in zero or nine: Monday
Address digit ends in one or eight: Tuesday
Address digit ends in two or seven: Wednesday
Address digit ends in three or six: Thursday
Address digit ends in four or five: Friday

Watering Hours
Midnight to 5 a.m. and 7 p.m. to midnight

Stage 3 Mandatory Watering Schedule

City of Rollingwood

Irrigate outdoors using automatic or manual irrigation systems or hose-end sprinklers no more than **ONCE per WEEK** for up to **six (6) hours** during scheduled days and times as indicated below.

Properties
Address digit ends in zero or nine: Monday
Address digit ends in one or eight: Tuesday
Address digit ends in two or seven: Wednesday
Address digit ends in three or six: Thursday
Address digit ends in four or five: Friday

Watering Hours
Automatic irrigation systems: Midnight to 6 a.m.
Hose-end irrigation: 7 a.m. to 10 a.m. and 7 p.m. to 10 p.m.
Hand-held irrigation: Before 10 a.m. and after 7 p.m.

Stage 4 Mandatory Watering Schedule

City of Rollingwood

Irrigate outdoors using only a soaker hose, point-source drip irrigation, tree gator watering bags, hand-held watering or a bucket for areas not defined as ornamental landscaping no more than **ONCE per week** for up to **six (6) hours** only during scheduled days and times as indicated

below.

Properties
Address digit ends in zero or nine: Monday
Address digit ends in one or eight: Tuesday
Address digit ends in two or seven: Wednesday
Address digit ends in three or six: Thursday
Address digit ends in four or five: Friday

Watering Hours
Soaker hose, hand-held water or bucket irrigation: 7 a.m. to 10 a.m. and 7 p.m. to 10 p.m.

Appendix B – Enforcement Provisions for Municipalities

Enforcement for Retail Customers

The following enforcement provisions shall apply to all City of Rollingwood retail water customers:

(1) No person shall knowingly or intentionally use or allow the use of water from the City of Rollingwood for residential, commercial, governmental or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time.

(2) Any person who violates this Plan shall be subject to the following fines, penalties and/or conditions of service:

A. Following the first documented violation, the violator shall be given a notice specifying the type of violation, the date and time it was observed, and fines and restrictions on service that may result from additional violations.

B. Following the second documented violation, the violator shall:

1. be subject to a civil penalty of $500 [*not to exceed $500*].

C. Following the third documented violation, the violator shall:

1. be subject to a civil penalty of $500 [*not to exceed $500*].

D. Following the fourth documented violation, in addition to the violator being subject to a civil penalty of $500, the City of Rollingwood shall, upon due notice to the customer, discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a reconnection charge, hereby established at $40, and any outstanding charges including late payment fees or penalties. The City of Rollingwood may apply the deposit to any surcharges or penalties subsequently assessed under this plan against a customer. The deposit, if any, shall be returned to the customer at the time of the customer's voluntary disconnection from the utility system.

(3) Each day that one or more of the provisions in this Plan is violated shall constitute a separate violation. Any person, including one classified as a water customer of the City of Rollingwood, in apparent control of the property where a violation occurs or originates, shall be presumed to be the violator. Any such persons, however, shall have the right to show that they did not commit the violation. (*See enforcement process diagram in Appendix C - Drought Response Retail Enforcement Process for Municipalities.*)

(4) The designated manager or official of the City of Rollingwood shall have the power to enforce the provisions of this Plan.

(5) The municipal court shall have the power to issue to the designated manager or official of the City of Rollingwood administrative search warrants, or other process allowed by

law, where necessary to aid in enforcing this Plan.

(6) Judicial enforcement of fines and penalties issued pursuant to this Plan may be sought through a municipal court, district court or small claims court having jurisdiction over the matter.

(7) Compliance with this Plan also may be sought through injunctive relief in state district court.

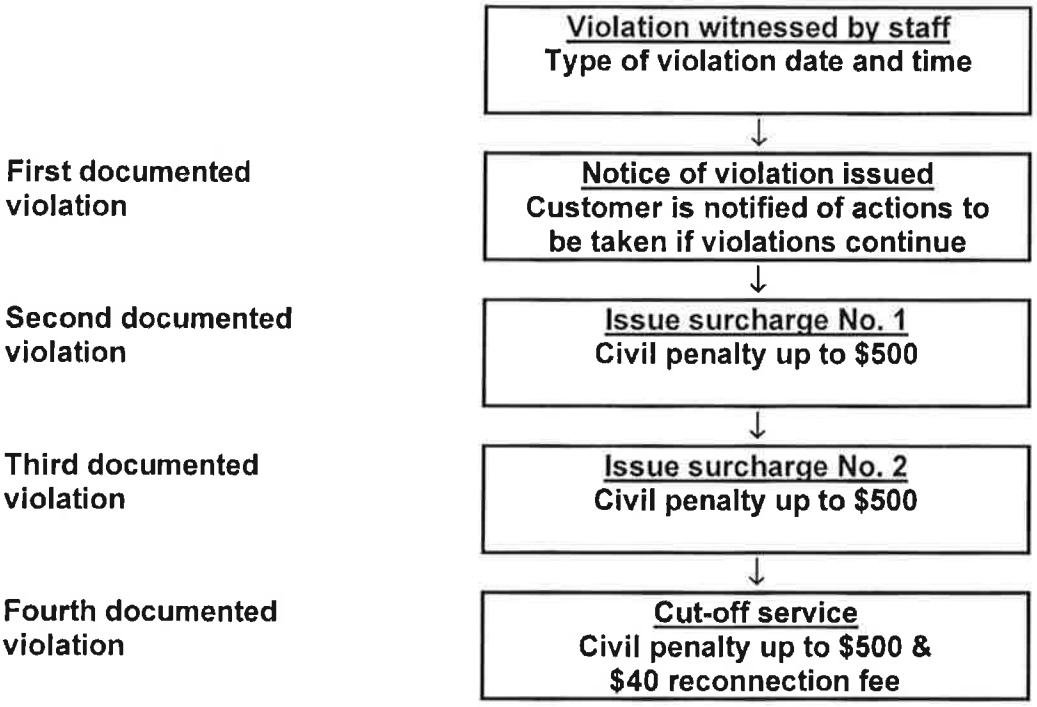
Legal Authority applicable to Municipalities in Regard to Drought Contingency Plan Enforcement

Please note that the following list is not intended to be exhaustive, and statutes listed below may not apply to all municipalities. Citations below may change following the publication date of this DCP. Each municipality is encouraged to consult with legal counsel in regard to enforcement of drought contingency plans and specific enforcement authority available to each municipality.

Texas Local Government Code sec. 552.001
Texas Local Government Code Chapter 54

Texas Government Code Chapter 29

Appendix C – Drought Response Retail Enforcement Process for Municipalities



Appendix D – Authorization to Implement and Approve Drought Contingency Plans

On March 25, 2026 the City Council of the City of Rollingwood adopted this Drought Contingency Plan by ordinance following a duly noticed public hearing in accordance with the Texas Open Meetings Act.

The City Council designates the Mayor or the Mayor's designee as the official responsible for implementing the plan, initiating or terminating drought stages, and enforcing provisions therein. This authorization includes authority to communicate with the Lower Colorado River Authority (LCRA) and all other applicable regional or state water authorities on matters related to drought response and water use restrictions.

Appendix E – Reconnection and Assurance Deposit

Upon the fourth documented violation, the City of Rollingwood shall discontinue water service to the premises. Service shall be restored only upon:
- Payment of a $40 reconnection charge, and
- Any outstanding penalties, including applicable surcharges.

The City may require a suitable assurance deposit. Any deposit collected may be applied to future surcharges or penalties. Deposits shall be returned at the time of voluntary disconnection from the utility system.

Exhibit G

Demand Schedule

Exhibit G
of Rollingwood - Demand Schedule

Year	Population	LUE's	Demand (acre-feet)	GPCD
2025	1447	1759	483	298
2030	1447	1759	459	283
2035	1447	1759	437	269
2040	1447	1759	415	256
2045	1447	1759	395	244
2050	1447	1759	376	232
2055	1447	1759	357	220
2060	1447	1759	340	210
2065	1447	1759	323	199

Raw water for Rollingwood is diverted by City of Austin at the Ullrich Water Treatment Plant.

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff on behalf of Brook Brown

Agenda Item:

Staff

Agenda Item:

Discussion and possible action on an ordinance amending Chapter 107, Section 107-3 of the Rollingwood Code of Ordinances related to Playhouses and Playscapes

Description:

At the **April 15, 2026, City Council meeting**, Councilmember Brook Brown brought forward the updated revisions regarding Playhouses and Playscapes. The new proposal amends the current definition of *Accessory building or structure* and adds a definition for *Exempt children's playhouse* and Playscape.

> **Councilmember Brook Brown motioned to allow the Planning and Zoning Commission to discuss the agenda item at their next meeting and to allow them to make a recommendation to Council. Phil McDuffee seconded the motion.**
>
> **The motion carried with 4 in favor and 1 against (Glasheen)**

At the **May 20, 2026, Planning and Zoning Commission meeting**, Commissioners discussed the updated revisions regarding Playhouses and Playscapes. The new proposal amends the current definition of *Accessory building or structure* and adds a definition for *Exempt children's playhouse* and Playscape.

Chair Bench highlighted key differences between the current proposal and the previously approved version, specifically noting reductions in maximum square footage, height, and a 10-foot minimum setback from the lot line.

Commissioners debated the proposed dimensions, with a general sentiment that the draft, as written, was too restrictive. Concerns were raised regarding the practical impact on lots where buildable area has been fully utilized, effectively preventing placement of a playhouse in side or rear yards. Discussion also addressed the undefined nature of "temporary" as it applies to structures and whether additional clarification should be incorporated into the code

> **Commissioner Jay van Bavel moved to approve the amended Section 107-3 definition of accessory building or structure as presented, with the following modifications to the exempt children's playhouse definition: maximum area of 100 square feet, maximum height of 10 feet, and a minimum setback of 8 feet from the lot line. The motion was seconded by Patricia Barnes.**

The motion carried with 4 in favor and 1 opposed (Fleming).

Action Requested:

Discuss and approve for a public hearing the proposed ordinance amendments to Section 107-3, incorporating the Planning and Zoning Commission's recommended changes to amend the current definition of "Accessory Building or Structure" and to add new definitions for "Exempt Children's Playhouse" and "Playscape."

Note: Any actions taken will need to go through the Public Notification and Hearing process before the Planning and Zoning Commission and City Council before adoption.

Fiscal Impacts:

No significant fiscal impacts are anticipated at this time.

Attachments:

- Draft Ordinance amending the current definition of "Accessory Building or Structure" and to add new definitions for "Exempt Children's Playhouse" and "Playscape."

ORDINANCE NO. 2026-

AN ORDINANCE AMENDING CHAPTER 107, SECTION 107-3 OF THE CITY OF ROLLINGWOOD'S CODE OF ORDINANCES RELATED TO PLAYHOUSES AND PLAYSCAPES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of Rollingwood is a General Law Type A City under the statutes of the State of Texas; and

WHEREAS, the Texas Local Government Code Chapter 211 provides authority to regulate the height, number of stories, and size of buildings and other structures such as playhouses and playscapes; and

WHEREAS, the City Council of the City of Rollingwood ("City Council") finds that scale and placement of playhouses and playscapes can impact the character of residential neighborhoods by affecting the spacing between structures, visibility from adjacent properties, and overall aesthetic harmony; and

WHEREAS, the City Council finds and determines that playhouses and playscapes, particularly those of significant height or located near property lines, can impact the privacy and quiet enjoyment of adjacent properties by creating sightlines into private spaces and generating noise; and

WHEREAS, the City Council finds and determines that unregulated placement or oversized playhouses and playscapes may create safety concerns, obstruct views, or lead to neighborhood disputes regarding setbacks, visual impact, and compatibility with surrounding structures; and

WHEREAS, the City Council finds and declares that establishing reasonable regulations for the size and location of playhouses and playscapes is essential to maintaining the character of residential areas, minimizing conflicts between neighbors, and ensuring that such structures are safely and appropriately integrated within properties.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLINGWOOD, TEXAS, THAT:

SECTION 1. All the above premises are hereby found to be true and correct legislative and factual findings of the City Council and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. Code Amendment. The following sections of the Rollingwood Code of Ordinances are hereby amended as follows with ~~strikethroughs~~ being deletions from the Code and <u>underlines</u> being additions to the Code:

Section 107-3 is amended amending the definition of "Accessory building or structure" and adding a definition for "Exempt children's playhouse" and "Playscape":

Sec. 107-3. – Definitions.

Accessory building or structure means a building or structure which does not share a common roof or common wall, including, but not limited to, a toolhouse, home workshop, greenhouse, garage, carport, children's playhouse (excluding an "exempt children's playhouse" or "playscape" as defined herein), or swimming pool house, which:

(1) Is located on the same lot as a dwelling;

(2) Is subordinate in area to the dwelling and is used for a purpose customarily incidental to the dwelling;

(3) Is detached from the dwelling except that a connected foundation or walkway may exist with the dwelling;

(4) Does not provide complete independent living facilities for one or more persons which include permanent provisions for living, sleeping, and sanitation facilities; and

(5) Is not used for lease or rental, or for a commercial purpose other than a home occupation by a resident of the main dwelling.

Exempt children's playhouse means a temporary, freestanding structure not permanently affixed to the ground, with a roof supported by walls, designed for children's activities, with no utility facilities, not exceeding ~~64~~ 100 square feet in area or ~~8~~ 10 feet in height, located in a side or rear yard no closer than ~~10~~ 8 feet from the lot line and outside of any drainage easement, public utility easement or public right of way, and, on a corner lot where the lot's rear yard abuts the neighboring property's front yard, an exempt children's playhouse must be located behind a fence, or, if there is no fence, no closer than 20 feet from the property line along the front yard of the abutting lot and no closer than 15 feet from the adjacent street.

Playscape means a freestanding temporary structure, not permanently affixed to the ground, mostly unenclosed, having no solid floor at grade level or within 48 inches of grade, and designed for children's activities. A playscape typically consists of a combination of swings, slides, climbing walls and/or ladders.

SECTION 3. All provisions of the ordinances of the City of Rollingwood in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and all other provisions of the City of Rollingwood ordinances which are not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 4. Should any sentence, paragraph, sub-article, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 5. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such cases provide.

APPROVED, PASSED AND ADOPTED by the City Council of the City of Rollingwood, Texas, on the _____ day of _____, 2025

_____

Gavin Massingill, Mayor

ATTEST:

_____

Alun Thomas, Acting City Secretary

AGENDA ITEM SUMMARY SHEET

City Council

Meeting Date: June 17, 2026

Submitted By:

Staff on behalf of the Planning and Zoning Commission

Agenda Item:

Update and discussion on proposed amendments regarding tree protection standards and requirements during construction activities

Description:

The Planning and Zoning Commission has identified the need for stronger tree protection guidelines during construction activities. Although the current code includes some restrictions, compliance has been inconsistent, prompting the Commission to explore ways to strengthen and better enforce existing standards.

To address this, the Commission formed a subcommittee to review the relevant code provisions governing tree protection during construction. While Chapter 101 of the Rollingwood Code of Ordinances addresses tree protection during construction and falls outside the Commission's direct scope, its close relationship with Chapter 107, which addresses Tree Canopy Management provisions, led the Commission to include it in its review. The subcommittee prepared the attached suggested edits to both chapters for consideration.

> **Dave Bench moved to approve the proposed amendments to the tree protection standards and requirements during construction activities, as presented in the packet. Jerry Fleming seconded the motion.**
>
> Commissioner Michael Hall initiated a discussion regarding the tree protection requirement as it applies to all trees on a lot. He offered the example of a severely sloped lot where a project does not disturb the upper or lower portions of the slope, and questioned whether it is reasonable to require and impose the added cost of protective measures for trees that are entirely outside the area of disturbance.
>
> **The motion carried with 3 in favor and 1 against (Hall).**

Action Requested:

Discuss the proposed amendments regarding tree protection standards and requirements during construction activities

Fiscal Impacts:

No Fiscal impacts presented at this time.

Attachments:

- Ord 101-256 Tree Protection requirements 5.26
- Ord 107-3 Def of half CRZ 5.26
- Ord 107-376 Development application reqts 5.26
- Sec 107-376 Plan Notes for handout 5.26
- CRZ protection notes with Fines note.

Sec 101-256 – Tree protection requirements

(a) For all trees shown on plans to be preserved, tree protection shall be installed prior to the start of any site work, including demolition or site preparation, and be maintained continuously throughout the project. Tree protection shall be removed at the end of the project after construction and final grading is complete, but before final inspection. However, in the case of a construction project stopping after demolition or site preparation, the tree protection may be removed if the construction fencing is also removed but it shall be reinstalled before any construction activity resumes. Any premature removal or failure of tree protection can lead to root damage, fines and require remedial tree care. No construction impacts, including but not limited to, digging, trenching, or excavating; soil compaction; grade changes; and chemical exposure and spills, are allowed in the 1/4 CRZ. Within the 1/2 CRZ there shall be no fill, litter, material or tool storage. Also, within the 1/2 CRZ no cut or fill greater than 4 inches is allowed. Within the full CRZ at least 50% shall be preserved at natural grade, with natural grade cover and without any construction impact.

(b) Fencing is the primary method of tree protection and is intended to prevent access to the Critical Root Zone (CRZ). Tree fencing shall have a minimum height of five feet. Fencing shall be chain link installed on steel posts with a maximum spacing of ten feet between posts. Fencing shall be installed around or beyond the 1/2 CRZ of all preserved trees and any natural areas designated for preservation. For definitions of CRZ ,1/2 CRZ, and 1/4 CRZ refer to Ord. Sec 107-3.

(c) Whenever protected fencing is located closer than five feet to trunk or when fencing cannot be placed around a tree, tree wrapping shall be installed to protect the first 8 ft of tree height. Material for wrapping shall be dimensional lumber, such as 2x4's, which shall be oriented parallel to and continuously around trunk and secured in place by tightening wires run around the outside of the lumber. Wrapping shall never be secured directly to the tree by screws or other means. Wrapping shall be loosened and retightened every six months to prevent tree from damage as it grows. Branch wrap may be required whenever a major limb is over an access route or close to proposed structure.

(d) Mulch is required for any section of CRZ that is not protected by fencing or under existing hardscape and has not been approved for impacts (such as building footprint or driveway). Mulch used for tree protection shall be natural wood type. Rough single grind mulch, which resists compaction better than double grind and is usually less expensive is preferred, but any natural wood type is acceptable. Dyed mulch or mulch made from non-biological material such as rubber or stone shall not be used as tree protection.

(e) Mulch shall be installed to a minimum depth of eight inches and maximum of 12 inches. Mulch shall be replenished as required and shall not be piled against the tree trunk.

(f) Landscaping installation within the 1/4 CRZ of preserved trees, including trenching for irrigations, soil and planting shall be prohibited.

(g) Any pruning of trees shall be in compliance with ANSI A300 Standard for tree care.

(h) If the building official or the police department determines that there is a violation of this section, such building official or police officer may issue a ticket, citation or stop work. Additionally, the building official in collaboration with city arborist consultant shall determine the proper tree remedial action.

(i) A violation of this section shall constitute a class C misdemeanor that, upon conviction, may result in a fine not exceeding $2,000.00 per violation. Each day that such violation continues shall constitute a separate offense. Failure to install tree protection fencing before site work commences shall be a $2,000 fine.

Criterial root zone (CRZ) means the area around and under a tree having a radius of one foot per inch of DBH from the trunk of the tree outwards and 24 inches in depth. For example, a tree having a ten-inch DBH the critical root zone is ten feet out from the trunk and 24 inches deep. Similarly, 1/2 CRZ means the area around and under a tree having a radius of 1/2 foot per inch of DBH and 24 inches in depth. Also 1/4 CRZ means the area around and under a tree having a radius of 1/4 foot per inch of DBH and 24 inches depth.

For example, a tree having a twelve-inch DBH the critical root zone (CRZ) is twelve feet out from the trunk and 24 inches deep; the 1/2 CRZ is six feet out from the trunk and 24 inches depth, and 1/4 CRZ is three feet out from the trunk and 24 inches depth.

“Diameter at breast height” or (DBH) means the diameter of a tree measure in inches at a height of 4-1/2 feet above natural grade.

7-376 – Development application requirements

(a) An application for a building permit must:

(1) Include a tree survey and protection plan of all existing trees on the property and 10 ft beyond the property line that are at least 12 inches in DBH. The plan must also identify the type, diameter, and species of each tree, indicate whether the tree is designated as a heritage tree, and show the full CRZ, 1/2 CRZ and 1/4 CRZ for each tree.

(2) Include a grading and tree protection plan for protecting all protected trees that are not approved for removal. The protection plan submitted for these trees must include actions necessary for the best chance of survival of these protected trees, including adequate watering before, during and after construction until a certificate of occupancy is granted.

Include on the tree survey /protection plan the following plan notes.

Before Construction Notes:

1. All trees shown on plan to be preserved shall be protected per Ord 101-256.

2. Tree protection shall be installed prior to start of any site work, including demolition or site preparation. Refer to Ord 101-256. Failure to provide tree protection before site work may result in a $2,000 per day fine. A pre-construction meeting before site work to verify that tree protection complies with drawings and ordinances is recommended.

3. Fencing for tree protection shall be chain-link mesh with minimum height of 5 feet and shall be installed around or beyond the Critical Root Zone except as allowed by Ord. 101-256

4. Unfenced sections of the Critical Root Zone shall be covered with mulch at a minimum depth of 8 inches and a maximum depth of 12 inches per Ord. 101-256.

5 Where fencing is located 5 feet or less from trunk of a preserved tree, trunk wrapping shall be installed per Ord. 101-256.

6 Erosion and sedimentation controls shall be installed and maintained so as not to cause silt discharge off property per Ord. 101-250.

During Construction Notes:

1. Trees approved for removal shall be removed in a manner that maintains preservation criteria for trees that remain. Refer to Ord. 101-37.

2. Fencing may not be temporarily moved or removed during development with out prior authorization. The fenced 1/2 Criteria Root Zone shall not be used for temporary fill including tool or material storage of any kind and shall be kept free of litter. Refer to Ord. 101-256.

3. Pruning shall be in compliance with current ANSI A300 standard for tree care p
Ord. 101-256.

4. If the building official or the police department determines that there is a violation of this section, such building official or police officer may issue a ticket, citation or stop work. Additionally, the building official in collaboration with city arborist consultant shall determine the proper tree remedial action.

5. A violation of this section shall constitute a class C misdemeanor that, upon conviction, may result in a fine not exceeding $2,000.00 per violation. Each day that such violation continues shall constitute a separate offense. Failure to install tree protection fencing before site work commences shall be a $2,000 fine.

After construction Notes:

1. Tree protection shall be removed at the end of the project after all construction and final grading is complete, but before final inspection. Refer to Ord. 101-256.

2. Landscape installation within the 1/4 CRZ of preserved trees, including irrigation, soil and plantings, shall comply with Ord. 101-256.

(3) Demonstrate that the design will preserve the existing natural character of the landscape as to any protected tree not approved to be removed, and

(4) Include a tree removal permit application with required fees for review of each proposed removal of a protected tree.

(b) The building official may not release or renew a building permit until a tree removal permit for each protected tree proposed to be removed has been submitted. While the tree removal permit and the building permit may be processed concurrently, the tree removal permit shall not be approved prior to approval of the building permit.

Sec 107-376 – Development application requirements

Plan Notes Supplement

Before Construction Notes:

1. All trees shown on plan to be preserved shall be protected per Ord 101-256.

2. Tree protection shall be installed prior to start of any site work, including demolition or site preparation. Refer to Ord 101-256. Failure to provide tree protection before site work may result in a $2,000 per day fine. A pre-construction meeting before site work to verify that tree protection complies with drawings and ordinances is recommended.

3. Fencing for tree protection shall be chain-link mesh with minimum height of 5 feet and shall be installed around or beyond the Critical Root Zone except as allowed by Ord. 101-256

4. Unfenced sections of the Critical Root Zone shall be covered with mulch at a minimum depth of 8 inches and a maximum depth of 12 inches per Ord. 101-256.

5. Where fencing is located 5 feet or less from trunk of a preserved tree, trunk wrapping shall be installed per Ord. 101-256.

6. Erosion and sedimentation controls shall be installed and maintained so as not to cause silt discharge off property per Ord. 101-250.

During Construction Notes:

1. Trees approved for removal shall be removed in a manner that maintains preservation criteria for trees that remain. Refer to Ord. 101-37.

2. Fencing may not be temporarily moved or removed during development with out prior authorization. The fenced 1/2 Criteria Root Zone shall not be used for temporary fill including tool or material storage of any kind and shall be kept free of litter. Refer to Ord. 101-256.

3. Pruning shall be in compliance with current ANSI A300 standard for tree care per Ord. 101-256.

4. If the building official or the police department determines that there is a violation of this section, such building official or police officer may issue a ticket, citation or stop work. Additionally, the building official in collaboration with city arborist consultant shall determine the proper tree remedial action.

5. A violation of this section shall constitute a class C misdemeanor that, upon conviction, may result in a fine not exceeding $2,000.00 per violation. Each day that such violation continues shall constitute a separate offense. Failure to install tree protection fencing before site work commences shall be a $2,000 fine.

After construction Notes:

1. Tree protection shall be removed at the end of the project after all construction and final grading is complete, but before final inspection. Refer to Ord. 101-256.

2. Landscape installation within the 1/4 CRZ of preserved trees, including irrigation, soil and plantings, shall comply with Ord. 101-256.

Tree Protection Criteria Supplement

If site work commences before fencing trees, $2,000 fine due.

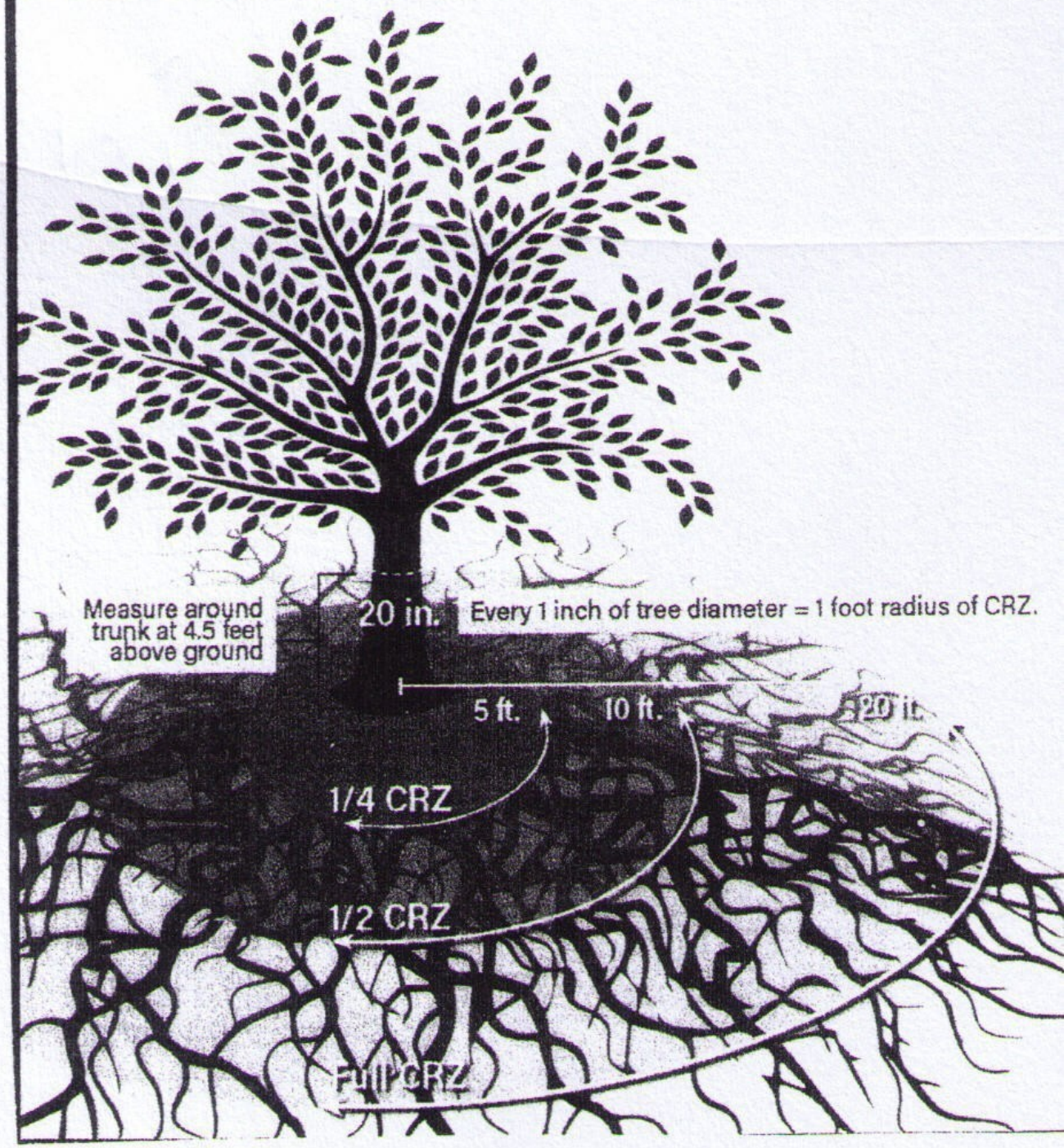


Figure 1

Within 1/4 CRZ no impacts allowed. Within 1/2 CRZ, no cut or fill geater than 4" inches. Within full CRZ 50% of this area preserved without impact.

AGENDA ITEM SUMMARY SHEET

City Council

Meeting Date: June 17, 2026

Submitted By:

Staff on behalf of Councilmember Kevin Schell

Agenda Item:

Discussion and possible action on the development of an oak wilt prevention, mitigation, and remediation program

Description:

At the **May 20, 2026 City Council meeting**, Councilmember Kevin Schell introduced a proposed program intended to establish a long-term, proactive City response focused on public awareness, prevention, early detection, treatment incentives, and a water-use incentive program that could be modeled after the City's leak adjustment process and potentially supplemented through future budget requests.

Council generally expressed support for continued discussion and further development of the proposal.

> **Council Member Kevin Schell moved to request feedback from the Utility Commission on the impacts of providing additional water usage above normal, at the city's cost plus an administrative fee, to support property owners impacted by oak wilt. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

At the **June 2, 2026 Utility Commission Meeting**, the Commission was presented with the proposed incentive program. This program could be administered similarly to the City's leak adjustment program, with potential future budget support for treatment costs. Commissioners discussed eligibility requirements and the possibility of a funding cap.

> **Walt Roloson moved to support property owners impacted by oak wilt through the provision of additional water, passed through to the customer at the city's cost, plus an administrative fee, but with a capped cost. Chris Kirksey seconded the motion. The motion carried with 5 in favor and 0 against.**

Councilmember Kevin Schell has prepared an Oak Wilt Prevention Program document that outlines key program details and reflects direction from the last Council meeting and the Utility Commission's support. This document will serve as the basis for drafting the formal ordinance. Council is asked to review and approve the program details so that staff may proceed with ordinance drafting and bring it back for adoption at next month's meeting.

Action Requested:

Discuss the proposed Oak Wilt Prevention Program document and direct staff to work with legal counsel to draft an ordinance based on the details provided to be brought back to Council for formal adoption at the next regular meeting.

Fiscal Impacts:

No fiscal impacts at this time, but funds would need to be allocated in future budgets if the program is created.

Attachments:

- Oak Wilt Prevention Program 6.2026

Oak Wilt Prevention Program

Draft Date: ~~April~~ June 2026

PURPOSE AND FINDINGS

Purpose. The provisions of this chapter are enacted to protect the urban canopy of the City of Rollingwood from the destructive effects of oak wilt (Bretziella fagacearum), to promote public awareness, to provide financial assistance to property owners combating the disease, and to establish proactive prevention and management measures. These provisions are deemed necessary to promote the health, safety, property values, and general welfare of the residents of the City.

Findings. The City Council finds that:

(a) Oak wilt is one of the most destructive tree diseases in the U.S. and is killing oaks in Central and West Texas at epidemic proportions. It has been confirmed in 76 counties in Texas;

(b) Oak wilt is an infectious disease caused by the fungus Bretziella fagacearum, which invades and disables the water-conducting system in oaks;

(c) Rollingwood has experienced active oak wilt infection centers within its city limits since at least 2015;

(d) Previous trenching efforts (2017) demonstrated partial effectiveness but the disease has continued to spread beyond containment areas;

(e) Trenching is no longer a cost-effective urban management tool, as confirmed by the Texas A&M Forest Service;

(f) A comprehensive approach combining awareness, prevention, early detection, and treatment incentives ~~is~~ as necessary to protect the City's tree canopy;

(g) Arborists whose primary business is tree trimming may not be incentivized to identify or report oak wilt, creating a detection gap;

(h) Investment of city resources signals the seriousness of the threat and incentivizes resident participation in containment efforts.

DEFINITIONS

Definitions. As used in this chapter:

"Certified Arborist" means an arborist holding current certification from the International Society of Arboriculture (ISA) with demonstrated expertise in oak wilt identification and treatment.

"Hot Zone" means an area identified annually by the City, in consultation with the Texas A&M Forest Service or a Certified Arborist, as having confirmed oak wilt infection or being within 150 feet of a confirmed infection center.

"Infected Tree" means any oak tree confirmed or reasonably suspected to be infected with Bretziella fagacearum based on visual symptoms, laboratory testing, or professional diagnosis.

"Oak Trimming Window" means the period from July 1 through January 31 during which pruning of oak trees is permitted.

"Restricted Period" means February 1 through June 30 of each year, during which all pruning and trimming of oak trees is prohibited except for emergency safety situations.

"Treatment" means the application of propiconazole fungicide injection or other Texas A&M Forest Service-approved protocols to combat oak wilt in live oaks.

REPORTING AND NOTIFICATION

Mandatory Reporting. Any property owner, arborist, or tree-care professional who discovers or reasonably suspects oak wilt on any property within the City shall report the finding to the City Administrator within seven (7) calendar days of discovery.

City Response Protocol. Upon receiving a report under Section 3.01, the City shall:

(a) Dispatch the City Arborist or coordinate with the Texas A&M Forest Service to verify the report within fourteen (14) calendar days;

(b) If confirmed, notify all property owners within 250 feet of the infection center by first-class mail within seven (7) days of confirmation;

(c) ~~Update the City's Hot Zone map and publish the updated map on the City website~~ Update the city's internal map of oak wilt infections (Note: This will probably be a layer in our GIS system);

(d) Provide the affected property owner with written guidance on approved treatment options and available City assistance programs.

OAK TRIMMING RESTRICTIONS

Restricted Period. No person shall prune, trim, cut, or wound any oak tree within the City between February 1 and June 30 of any year, except as provided in Section 4.02.

Emergency Exception. Pruning during the Restricted Period is permitted only when a tree poses an immediate hazard to life or property. The property owner must (a) notify the City within 24 hours and (b) paint or seal all wounds immediately with an approved sealant.

Wound Sealing. Regardless of the season, all pruning cuts, mechanical wounds, or other injuries to oak trees shall be painted or sealed immediately. Any latex, oil-based, or spray-on paint is acceptable.

Enhanced Enforcement in Hot Zones. The City shall prioritize enforcement of trimming restrictions within designated Hot Zones. Tree-care contractors operating in Hot Zones shall maintain proof of oak wilt awareness training and demonstrate compliance with wound-sealing requirements.

WATER ASSISTANCE FOR OAK WILT TREATMENT

Findings. Water is essential to the survival of treated oak trees and surrounding healthy oaks. Properties actively fighting oak wilt may require significantly increased irrigation during and after treatment. The City finds that removing financial barriers to adequate watering is a no-cost or low-cost measure that materially improves treatment outcomes.

Water Leak Assistance Program (Adapted). Upon verification of an active oak wilt treatment plan by a Certified Arborist, a property owner may apply to the City for water-cost relief under the following provisions:

(a) The City shall provide additional water above normal baseline usage at cost plus the standard administrative fee, similar to the existing water-leak assistance program. This is a no-cost option to the City and can be administered by staff with an appeal to the Utility Commission if necessary. Eligibility shall be limited to properties with verified infected or treated trees.

~~(b) The City shall not apply higher-tier pricing to a property that does not typically fall within that usage tier due solely to oak wilt treatment watering. The property owner must present verification from a Certified Arborist.~~

(~~c~~b) Water consumed for oak wilt treatment purposes, as documented by the property owner and verified by the City, shall not count toward wastewater averaging calculations. The City Administrator is authorized to adjust wastewater billing upon receipt of satisfactory documentation.

Drought Restriction Exemption. When drought restrictions are in effect, the City Manager is authorized to grant a waiver permitting soaker-hose or drip irrigation of infected or recently treated oak trees. Trees undergoing active treatment require sustained hydration for the treatment to succeed. Exemption requests shall be submitted in writing with supporting documentation from a Certified Arborist.

Commented [KS1]: "at cost" needs a better definition. It should also be at the base rate of the tier the property owner averages at. Should look at the language in our water-leak assistance code.

OAK WILT TREATMENT INCENTIVE PROGRAM

Establishment. There is hereby established the Rollingwood Oak Wilt Treatment Incentive Program to subsidize a portion of the cost of professional treatment of infected oak trees.

Incentive Amount. Eligible property owners may receive a reimbursement of up to **$2,500 per tree** for oaks exceeding six (6) inches in diameter at breast height (DBH) that receive treatment by a Certified Arborist using Texas A&M Forest Service-approved protocols. The incentive is subject to the following conditions:

(a) The property owner must submit an application to the City prior to or within thirty (30) days of treatment, including an invoice from a Certified Arborist and photographic documentation;

(b) The City Arborist or designee shall verify the treatment was performed in accordance with approved protocols;

(c) Reimbursements shall be issued on a first-come, first-served basis subject to available annual funding;

(d) No single property shall receive more than $~~7,500~~5,000 in incentive payments per fiscal year.

Annual Budget Cap. The City Council shall appropriate funds for the Treatment Incentive Program as part of the annual budget process. Total program expenditures shall not exceed the annual appropriation. Given that oak wilt is a serious but geographically concentrated problem in Rollingwood and the Hot Zones are relatively small, the annual cap is expected to be manageable.

Incentive for Removal of Severely Infected Trees. For trees below 70% canopy health as assessed by a Certified Arborist, the City encourages prompt removal to prevent further spread. Property owners who remove such trees in compliance with this ordinance may apply the treatment incentive toward removal costs under the same terms.

Commented [KS2]: The incentive program can be used for treatment of infected or surrounding oaks, or removal of infected trees. In the case of a removal if there is cap space it can also be used to replace the tree with a tree not susceptible to oak wilt.

For clarity, treatment alone for a single tree will be well under $2500. In theory you only hit the $5000 cap if you are removing trees. That means a lifetime cap is implied and not necessary.

AWARENESS AND PREVENTION PROGRAM

Annual Citywide Mailer. The City shall budget for and distribute an annual oak wilt awareness mailer to all Rollingwood households no later than January 15 of each year. The City already possesses educational materials for this purpose.

Targeted Hot Zone Notification. In addition to the citywide mailer, the City shall annually identify Hot Zones and distribute targeted notifications—by mail, door hanger, or both—to property owners in and adjacent to designated Hot Zones. This targeted outreach shall also serve as the protocol when a new infection is confirmed on any property.

Annual Canopy Inspection. The City shall arrange an annual street-level canopy inspection, in coordination with the Texas A&M Forest Service or a qualified City Arborist, focused on designated Hot Zones. The inspection should be timed during the leaf-drop period when early symptoms are most visible. Areas of concern identified during the inspection shall be referred for closer evaluation.

City Staff Training. The City shall train relevant staff—including code compliance, public works, and parks personnel—to visually recognize signs of oak wilt so that potential infections may be flagged during routine city operations.

Hot Zone Arborist Inspection Credit. As a more proactive measure, the City may offer property owners within a designated Hot Zone a **$~~200~~100 credit on their water bill** for obtaining an annual oak wilt inspection from a Certified Arborist with oak wilt expertise, once per year. This incentivizes early detection. The certified arborist must provide a report detailing the condition of oaks on the property. ~~The inspection remains the homeowner's responsibility to arrange, but the credit offsets the cost and ensures professional eyes are on at-risk trees.~~

FISCAL PROVISIONS

Annual Budget Appropriation. All expenditures authorized under this chapter shall be subject to annual caps established by the City Council during the budget process. While oak wilt is a serious problem in Rollingwood, it is slow-moving and geographically concentrated. The affected zones are relatively small, making annual program costs predictable and contained.

No-Cost Provisions. The water assistance measures in Article V are designed as no-cost or minimal-cost provisions to the City. They can be administered by existing staff with an appeal to the Utility Commission if necessary, and the number of eligible properties at any given time is expected to be small.

ENFORCEMENT AND PENALTIES

Violations. Any person who violates the trimming restrictions of Article IV or fails to report a known infection under Article III shall be subject to a fine of not less than $200 nor more than $500 per violation per day.

Contractor Violations. Tree-care contractors found in violation of this chapter shall be subject to a fine of up to $1,000 per violation per day.

Equitable Considerations. In adjudicating violations, the municipal court shall consider financial hardship, good-faith efforts to comply, and any extraordinary circumstances that may have prevented prompt action.

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff

Agenda Item:

Discussion and possible action regarding the adoption of regulations governing the acquisition and use of surveillance technology to ensure accountability and responsible use

Description:

This ordinance establishes a regulatory framework governing the City of Rollingwood's acquisition, deployment, and use of City-operated surveillance technologies. It applies specifically to systems owned, used, or contracted by the City and not to privately owned devices such as personal or residential cameras. The ordinance aims to enhance public safety and support criminal investigations while promoting privacy. It requires City Council approval before departments acquire, fund, or expand the use of surveillance tools, subject to limited exigent circumstances exceptions. It mandates privacy impact assessments and surveillance use policies detailing purpose, data practices, access controls, retention, oversight, and accountability. Certain technologies and uses, including unauthorized facial recognition and third-party data exploitation, are restricted. The ordinance also requires transparency through public reporting and policy publication and imposes compliance and anti-retaliation provisions. Overall, it ensures responsible, transparent, and accountable use of City-managed surveillance technologies

.Action Requested:

To review proposed Ordinance 2026-06-17-13, make any modifications the Council deems necessary, and adopt the ordinance in its resulting form.

Fiscal Impacts:

This item has no fiscal impact

Attachments:

- Draft Ordinance No. 2026-06-17-13

ORDINANCE NO. 2026-06-17-13

AN ORDINANCE OF THE CITY OF ROLLINGWOOD, TEXAS, CREATING ARTICLE III, SURVEILLANCE TECHNOLOGY, OF CHAPTER 14, LAW ENFORCEMENT, OF PART I, CODE OF ORDINANCES, OF THE CITY'S CODE OF ORDINANCES

WHEREAS, the City Council of the City of Rollingwood ("City Council") wishes to deter criminal activity within its jurisdiction, and aid in the investigation of criminal activity, through the deployment or use of surveillance technologies; and

WHEREAS, the City Council, recognizing that the use of surveillance technologies affects individual privacy and sense of personal wellbeing; and

WHEREAS, the City Council wishes to mitigate such privacy concerns through the adoption of regulations related to the deployment and use of surveillance technologies within the city limits of Rollingwood; and

WHEREAS, the City Council finds and determines that the regulations and reporting requirements provided for herein are in the best interests of public safety.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLINGWOOD, TEXAS, THAT:

SECTION 1. All the above premises are hereby found to be true and correct legislative and factual findings of the City Council and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. Article III, Surveillance Technology, of Chapter 14, Law Enforcement, of Part I, Code of Ordinances, of the City's Code of Ordinances is hereby created to read as follows:

ARTICLE III. – SURVEILLANCE TECHNOLOGY

DIVISION 1. – GENERALLY

Sec. 14-50. - Definitions

In this chapter:

Exigent Circumstances means a single or multiple related events, incidents, or circumstances creating or involving imminent risk of serious injury, loss of life, significant property damage, destruction of evidence in a criminal case, or damage to the public welfare, that require the immediate use of surveillance technology or the information it provides to mitigate the risk.

Privacy Impact Assessment means an assessment of the risks to civil liberties and privacy rights posed by a surveillance technology.

Sensitive Personal Information means information specifically associated with, or capable of being associated with, an individual, including:

(a) social security number, driver's license number, or government-issued identification number;

(b) financial data, including account numbers and credit card numbers;

(c) precise geolocation;

(d) religious beliefs, ethnic origin, or trade union membership;

(e) contents of emails and electronic text messages unless the City is the sender or an intended recipient;

(f) information about a person's sex life, sexual orientation, or gender identity; or

(g) any personal data collected from a known child, as "child" is defined in 16 C.F.R. § 312.2 (Definitions).

Surveillance Technology means any electronic device, system using an electronic device, software, or similar technology that is used, designed, or primarily intended to monitor, collect, retain, process, or share audio, electronic, visual, location, thermal, olfactory, biometric, neural, or similar information specifically associated with, or capable of being associated with, an individual or group, including sensitive personal information.

(a) Surveillance technology includes drones with cameras or monitoring capabilities, automated license plate readers, fixed or mobile surveillance cameras, cell-site simulators, international mobile subscriber identity trackers, global positioning system technology, radio frequency identification technology, biometric surveillance technology, facial recognition technology, and surveillance systems that aggregate or analyze data for the purpose of monitoring persons or locations in public spaces.

(b) Surveillance technology does not include:

(1) widely available and commonly used consumer electronics, including smartphones and digital recording devices that are used with the consent of those being recorded;

(2) physical access control systems, including badge/keycard access locks and systems, password-access technology, metal detectors, and motion sensors without biometric functionality;

(3) standard business software and hardware such as word processors, spreadsheets, computers, copy machines, and printers;

(4) information technology protection tools and software, including firewalls, data backup infrastructure, and antivirus software;

(5) medical equipment, devices, and systems used to diagnose, treat, or prevent disease or injury;

(6) City data repositories used in the ordinary course of City business, including case and records management systems, personnel records, systems for receiving and tracking customer service requests or complaints, information acquired voluntarily from an individual who was given an opportunity to decline to provide the information, that a City department requires to provide a City benefit or service, and where the information will not be shared by the City or used for any other purpose, City records that must be stored and kept pursuant to retention schedules or applicable law, and systems for searching and retrieving City data from City data repositories;

(7) Systems and devices specifically used to monitor the safety and security of City properties, vehicles, property and equipment, including which do not surveil the public at large. Examples include systems for geolocating City vehicles, property, and equipment. Examples of surveillance technologies not covered by this exception include surveillance cameras in City parks or on City streets.

(8) publicly available databases and internet search tools;

(9) non-digital observation tools used for direct observation without recording capabilities, including binoculars, telescopes, and night-vision goggles;

(10) widely used and commercially available communication and financial transaction systems, including standard telephone systems, standard voicemail systems, and equipment and systems used to process financial transactions;

(11) technologies used solely for forensic investigation and identification or verification of lawfully collected evidence in connection with a criminal incident and which do not surveil the public at large. Examples include forensic laboratory and field equipment, criminal justice databases used exclusively for booking, criminal history record management, or post-incident forensic identification (e.g., fingerprint, DNA, or ballistics), evidence management systems, and advanced 3D scanning technologies for static post-incident crime scene documentation;

(12) interview room security and recording systems;

(13) court-ordered monitoring, recording, or tracking systems; and

(14) systems, devices, and cameras used for infrastructure and mechanical control, including cameras for traffic control and traffic signal timing that do not retain footage.

Surveillance Use Policy means a written policy that governs the use of certain surveillance technologies by City departments.

Sec. 14-51 - Purpose

The purpose of this chapter is to govern the adoption, acquisition, deployment, use, and review of surveillance technology by City departments, with the goal of increasing transparency, promoting community participation, protecting civil liberties, and ensuring the responsible use of surveillance technology.

DIVISION 2. – REGULATION OF SURVEILLANCE TECHNOLOGY.

Sec. 14-52. - Council approval required.

Except as otherwise permitted in this chapter, City departments must obtain approval of the city council before:

(a) accepting funds for surveillance technology outside of the annual budget process, including private, state, or federal grants, or donations;

(b) acquiring new surveillance technology;

(c) using new or existing surveillance technology, or the information it collects, for a purpose or in a manner not previously approved by the city council or otherwise required by law; or

(d) entering into an agreement with a third-party entity outside of the City to acquire, share, or use surveillance technology or the information it provides.

Sec. 14-53. - Privacy impact assessment.

(a) A City department must prepare a privacy impact assessment for each surveillance technology the City department seeks to acquire or use in a manner not previously approved by the city council.

(b) A privacy impact assessment must be prepared and developed in consultation with the chief information security officer and the city attorney, or their respective designees.

(c) A privacy impact assessment must determine whether the surveillance technology poses more than a minimal risk to civil liberties and privacy rights, and must include at a minimum an analysis of whether the surveillance technology:

(1) allows the indiscriminate collection of data without a warrant, probable cause, or reasonable suspicion of criminal activity, or a criminal nexus where the data is capable of being associated with individuals or groups engaged in legal behavior;

(2) routinely transmits sensitive personal information through data networks subject to legal or illegal access by third parties, other than networks that are completely internal to the City;

(3) can store sensitive personal information in a manner allowing for broad or unrestricted sharing of or access to the information with or by third parties outside of the criminal justice system;

(4) can collect sensitive personal information without a warrant, probable cause, or reasonable suspicion of criminal activity or a criminal nexus, or where the technology allows for the creation of data records associated with particular individuals or groups;

(5) collects data in such a manner that it can be used by third parties to develop or expand products, services, or technology, including training of artificial intelligence, other than for the exclusive use by and ownership of the City;

(6) can be directly controlled or accessed, or its data can be directly controlled or accessed, by third parties outside of the criminal justice system;

(7) collects data in such a manner that even if anonymized or compiled, the data can be analyzed or reverse engineered to associate it with individuals or groups;

(8) collects data in a manner that is disproportionately associated with a particular demographic, protected class, or the exercise of a constitutionally or statutorily protected right;

(9) can collect sensitive personal information of individuals on their own private property; and

(10) is known to be associated with frequent violations of law, policies, or guidelines in other jurisdictions, the private sector, or previously by the City.

(d) The presence of any one or more of the factors in Subsection (c) shall weigh strongly against a determination that the surveillance technology presents no or minimal risk to civil liberties and privacy rights.

(e) The privacy impact assessment shall also analyze whether the benefits of the technology can be achieved through an alternative means that pose a lower risk to civil liberties and/or have a lesser financial cost.

(f) A City department must submit a privacy impact assessment to the city council before the city council meeting at which the City department will seek council approval pursuant to Section 14-52 or at which the City department will seek approval of the privacy impact assessment under Section 14-57.

(g) A City department must post the privacy impact assessment on a publicly available City website. The city administrator or designee may create a website for the purpose of hosting privacy impact assessments.

Sec. 14-54. - Surveillance use policy.

(a) The city administrator or designee must submit a proposed surveillance use policy to the city council for each surveillance technology that requires council approval under Section 14-52.

(b) A surveillance use policy must be prepared and developed in consultation with the City department seeking approval of the surveillance technology.

(c) A surveillance use policy must contain, at a minimum, the following:

(1) the specific purposes for the surveillance technology;

(2) a description of the surveillance technology and how it works;

(3) provisions related to authorized and unauthorized use of the surveillance technology and data obtained with the surveillance technology, including:

a. An exclusive list of the authorized uses;

b. The rules and processes required before using the technology and the data obtained with the surveillance technology;

c. If applicable, the general location, or types of locations, where the technology may be deployed, unless revealing the locations would compromise criminal investigations; and

d. A description of the machine learning and/or artificial intelligence capabilities and features of the surveillance technology, whether use of the surveillance technology will provide data for any machine learning and/or artificial intelligence tools, and any guidelines or prohibitions relating to machine learning algorithms and/or artificial intelligence;

(4) the information and data elements that the surveillance technology collects, including metadata;

(5) the individuals and entities, including any City department, vendor, subcontractor, service provider, or other third party, who can access or use the collected information, and the rules and processes governing access or use, including whether data will be used by or integrated with artificial intelligence or machine learning algorithms;

(6) safeguards that protect information from unauthorized access, including:

a. Encryption;

b. Access control;

c. Anonymization of data;

d. Differential privacy techniques;

e. Prohibitions on attempting, directly or indirectly, to re-identify any person from anonymized or de-identified data; and

f. Access oversight mechanisms;

(7) the time period for which information collected by the surveillance technology will routinely be retained, the reason why the retention period is necessary to achieve the purposes of the technology, the process by which the information is regularly deleted after that period lapses, and the conditions that must be met to retain information beyond that period;

(8) if and how collected information can be accessed by members of the public;

(9) if and how non-City entities can access, disclose, or use the information, including:

a. Any required justification and legal standards and requirements to access, disclose, or use the information;

b. Any limitations on non-City entities' ability to disclose data, including to third-party service providers; and

c. Any obligations imposed on, or agreements required by, the recipient of the information;

(10) the training required for any individual authorized to use the surveillance technology or to access information collected by the surveillance technology, including whether there are or will be any training materials; and

(11) the mechanisms to ensure that the surveillance use policy is followed, including, as applicable, a description of:

a. Personnel responsible for oversight;

b. Internal and external recordkeeping of use or access to the technology or the information collected, including detailed logging of data accessing events;

c. Technical measures to monitor for misuse;

d. Any audit requirements, including whether vendors or other relevant third parties will be required to provide City representatives or independent auditors hired by the City the ability to access any records needed to ensure compliance with the surveillance use policy;

e. Any independent person or entity, inside or outside of the City, with oversight authority; and

f. Sanctions for violations of the surveillance use policy.

(d) The city attorney or designee must review each surveillance use policy before it is submitted to the city council for approval.

(e) The city administrator or designee must submit a surveillance use policy to the city council no less than two weeks before the city council meeting at which the City department will seek council approval pursuant to Section 14-52.

(f) The city administrator or designee must post the surveillance use policy on a publicly available City website. The city administrator or designee may create a website for the purpose of hosting surveillance use policies.

Sec. 14-55. - Contracts for surveillance use technologies.

(a) The city administartor or designee must ensure that a City contract with a third party for acquisition or use of a surveillance technology must incorporate all applicable and relevant provisions of the council-approved surveillance use policy for that surveillance technology.

(b) To the extent permitted by law, the responsible City department must submit proposed contracts for acquisition or use of a surveillance technology to the city council before the meeting at which the City department will seek council approval of the contract.

(c) The city administrator must ensure that each City contract with a third party for acquisition or use of a surveillance technology includes one or more provisions that provide for penalties or, including monetary damages, specific performance, and early termination, if the third party breaches contractual provisions incorporating the applicable surveillance use policy.

Sec. 14-56. - Exception: exigent circumstances.

(a) Council approval under Section 14-52 and Section 14-54 is not required if the city administrator or designee determines that exigent circumstances exist which require the immediate temporary acquisition or use of a surveillance technology to mitigate or address the exigent circumstances, provided that:

(1) the city administrator or designee provides written authorization for the temporary acquisition or use of the surveillance technology due to exigent circumstances;

(2) within thirty-one (31) days of the use or acquisition of the surveillance technology, whichever comes first, the city administrator or designee reports and discloses to city council:

a. The written authorization;

b. The exigent circumstances that justified immediate acquisition or use of the surveillance technology, and the specific facts on which that determination was based;

c. A general description of the data collected; and

d. As applicable, the identities of any third parties with whom the data were shared;

(3) the responsible City department ceases the use of the surveillance technology when the exigent circumstances end.

(b) The city administrator or designee may extend the use of a surveillance technology under this section for a definite period beyond 120 days if the chief of police or designee certifies in writing to the city council that disclosing the acquisition or use of the surveillance technology within 120 days would compromise the safety or integrity of an active criminal investigation. Such certification must:

(1) specify the duration of the extension beyond 120 days;

(2) be disclosed in a city administrator's monthly report to the city council following the conclusion of the exigent circumstances;

(3) provide that the extension will not continue beyond the minimum time needed to ensure the safety and integrity of an active criminal investigation; and

(4) affirm that the extension is not for a purpose or an investigation unrelated to the exigent circumstances that justified the initial exception.

(c) This section shall not permit the acquisition or use of a surveillance technology for mere convenience to meet standard public safety policies or goals, including general crime reduction, traffic safety, or routine law enforcement activities.

(d) The city council must approve any continued use of the surveillance technology, as required by Sections 14-52 through 14-55, after the exigent circumstances end.

Sec. 14-57. - Exception: minimal or no risk to civil liberties and privacy rights.

Council approval under Section 14-52 is not required for a surveillance technology if the city council approves a privacy impact assessment for the surveillance technology and that privacy impact assessment determines that there is minimal or no risk to civil liberties and privacy rights posed by the surveillance technology.

Sec. 14-58. - Prohibited technologies.

The following surveillance technologies or data uses are not permitted:

(a) facial recognition technology, except as consistent with City policy, or with any state or federal requirements;

(b) artificial intelligence or machine learning tools, except as consistent with City policy; and

(c) collection of data by any vendor or third party for marketing purposes, product development purposes, or any other use that is not necessary to fulfill the terms of a contract but is instead related to the vendor's or other third party's own interests.

DIVISION 3. - ANNUAL REPORTING AND COMPLIANCE.

Sec. 14-59. - Annual reporting.

(a) The city administrator or designee must submit and present an annual surveillance report to the city council at a public meeting within 120 days after the end of each fiscal year. The annual surveillance report must be made available to the public prior to the public meeting.

(b) The annual surveillance report must list each surveillance use policy the city council approved in the prior fiscal year.

(c) For each surveillance technology approved in the prior fiscal year, the annual surveillance report must describe the surveillance technology and its intended use(s), and must include, at a minimum, the following information for the prior fiscal year:

(1) a summary of material non-compliance issues, including violations of surveillance use policies that impacted privacy, civil liberties, or civil rights, and any action taken to address the issues;

(2) a summary of whether and, if so, how often data acquired through the use of the surveillance technology was shared with outside entities (other than routine sharing through the criminal justice system), the name of any recipient entity, how often the data was shared, the type(s) of data disclosed, and the justification for the disclosure;

(3) a summary of whether and how the surveillance technology was used, including whether it captured information regarding members of the public who were not suspected of engaging in unlawful conduct;

(4) the results of any non-privileged internal audits, City department self assessments, or assessments conducted by the city administrator or designee;

(5) total annual costs for the surveillance technology, including personnel and ongoing support and maintenance; and

(6) an assessment of whether the surveillance technology has been effective at achieving its identified purpose and any obstacles identified to achieving that purpose.

(d) The annual surveillance report shall also include a list of all instances in which the exigent circumstances exception under Section 14-56 was utilized, including a summary of the technology used, the reasons for the exception being employed, and the length of time that the technology was in use without council approval of a surveillance use policy; and

(e) The annual surveillance report shall identify any third-party entities who are not employed or retained by the city that contributed to the report and the information they contributed.

Sec. 14-60. - Compliance required.

(a) As applicable, City employees must comply with this chapter, including with any surveillance use policy adopted by the city council. Violations of this chapter by City employees may be considered a violation of applicable personnel policies.

(b) Allegations of misconduct, including allegations that a City employee has violated a surveillance use policy, may be reported to the city administrator, the department director for the employee accused of misconduct, the city attorney, or any member of the city council.

(c) Allegations of misconduct, including allegations that a City employee has violated a surveillance use policy, shall be handled and investigated in the same manner as other violations of applicable personnel policies.

Sec. 14-61. - Retaliation prohibited.

(a) Retaliation against any City employee who makes a good faith complaint of a violation of this chapter, including a violation of a surveillance use policy, is prohibited and shall be considered a violation of applicable personnel policies.

(b) Allegations of retaliation shall be handled and investigated in the same manner as other violations of applicable personnel policies.

SECTION 3. For existing surveillance technology acquired, adopted, deployed, or in use by any City department prior to the effective date of this ordinance, the city administrator or designee shall determine, after consultation with the mayor and the city attorney, or their designees, whether the surveillance technology implicates civil liberties or privacy rights based on the criteria in City Code Section 14-53.

(A) If such existing surveillance technology is determined to implicate civil liberties or privacy rights, each responsible City department must develop a surveillance use policy and obtain the approval of the city administrator or designee of the surveillance use policy within 270 days of the effective date of this ordinance.

(B) Except in exigent circumstances, if a responsible City department does not obtain city administrator or designee approval of a surveillance use policy within those 270 days, the department must suspend the use of such existing surveillance technology until the surveillance use policy is approved by the city manager or designee.

(C) The city administrator or designee shall not approve any proposed surveillance use policy not in compliance with applicable City Code and policies, including provisions enacted in this ordinance and other technology policies, including those concerning artificial intelligence and data security.

(D) Any surveillance use policy approved by the city administrator or designee under this Section 3 of the ordinance shall be made publicly available and included in the next annual surveillance report required under Section 14-53.

SECTION 4. All provisions of the ordinances of the City of Rollingwood in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and all other provisions of the ordinances of the City of Rollingwood not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5. Should any sentence, paragraph, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 6. This ordinance shall take effect immediately from and after its passage.

APPROVED, PASSED AND ADOPTED by the City Council of the City of Rollingwood, Texas, on the 17th day of June, 2026.

APPROVED:

_____
Gavin Massingill, Mayor

ATTEST:

_____
Alun Thomas, City Administrator

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff

Agenda Item:

Discussion and possible action on authorizing the Mayor and staff to issue a Request for Proposal for cameras and technology infrastructure

Description:

A need has been identified for a camera system at each of the City's entry points. Camera system installation provides additional support to patrol officers, aiding in situational awareness and investigative support. Community input has emphasized a need for privacy protection, data ownership, and complete transparency, which should be accomplished by the restrictions placed upon the City's use of surveillance technologies in the previous agenda item. This also means that the system must operate as a closed-loop, city-owned solution with no cloud-based data storage or third-party data access.

Action Requested:

Discuss and potentially authorize the Mayor and staff to issue a Request for Proposals for cameras and technology infrastructure that comply with the City's regulations governing the acquisition and use of surveillance technology.

Fiscal Impacts:

The full fiscal impact of a surveillance system has yet to be determined. However, this item is expected to cost around $200 in publication fees. The staff time necessary to prepare, issue, and review the RFP and its submittals is already included in the city's budget.

Attachments:

There are no attachments for this item

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff, on behalf of Mayor Pro Tem Hutson

Agenda Item:

Discussion and possible action on the City of Rollingwood's sign ordinance regarding education, enforcement, and potential changes to Chapter 24 of the Code of Ordinances

Description:

The City of Rollingwood regulates signs primarily through Chapter 24 of the Code of Ordinances. The ordinance establishes standards for the placement, size, type, and duration of signs within the City. Recently, there have been a number of instances of non-compliant signage, including signs that may create traffic safety concerns by obstructing sight lines at intersections or driveways, as well as signs that detract from the visual character of neighborhoods and public rights-of-way.

This agenda item is intended to facilitate a Council discussion regarding current sign regulations, enforcement of the sign ordinance, and potential amendments to the ordinance to address the issues that have been occurring.

Action Requested:

Discuss the current sign regulations and, if necessary, proposed changes that could be adopted in the future through an amendment to the Code of Ordinances.

Fiscal Impacts:

The fiscal impact from this item can be paid for using funds already included in the City’s budget, and is expected to be limited to the cost to publish any resulting ordinance caption in the newspaper.

Attachments:

- Chapter 24 of the Code of Ordinances

Chapter 24 SIGNS AND ADVERTISING

ARTICLE I. IN GENERAL

Secs. 24-1—24-18. Reserved.

ARTICLE II. SIGN REGULATIONS

DIVISION 1. GENERALLY

Sec. 24-19. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

A-Frame sign means a temporary sign constructed in such a manner as to form an "A" or a tent-like shape, hinged or not hinged at the top with each angular face held at an appropriate distance so as to be adequately secured by a supporting member. These signs may also be referred to as sandwich board signs.

Animated sign means signs and lighting that, in whole or part, move, rotate, flash, reflect, blink, change color, or simulate motion in any manner.

Awning sign means a nonilluminated building-mounted sign that provides additional functionality as shelter.

Back-lit channel letter means a channel letter that contains a clear or transparent back and either an internal light source with an opaque face or an internal light source with a translucent face. The background illumination portion of a back-lit channel letter is commonly referred to as halo lighting.

Banner means an on-premises temporary sign composed of lightweight material.

Building official means the city's building official or his authorized representative.

Changeable electronic variable message sign or *CEVMS* means a sign which permits light to be turned on or off intermittently or which is operated in a way whereby light is turned on or off intermittently, including any illuminated sign on which such illumination is not kept stationary or constant in intensity and color at all times when such sign is in use, including an LED (light emitting diode) or digital sign, and which varies in intensity or color. The term "changeable electronic variable message sign" does not include a sign located within the right-of-way that functions as a traffic control device and that is described and identified in the Manual on Uniform Traffic Control Devices (MUTCD) approved by the Federal Highway Administrator as the national standard.

Channel letter means a fabricated or formed three-dimensional letter that may accommodate a light source.

Channel logo means a fabricated or formed three-dimensional logo that may accommodate a light source.

Church building means a building used as a church in a GI zoning district.

Commercial building means a building located in the commercial district (C) with a use permitted in the zoning district.

Contractor sign means a temporary sign erected on the premises where construction, alteration, or improvement is taking place.

Dimensional letter means a nonilluminated letter, logo or symbol, either cut out, cast, molded or fabricated in material such as metal or plastic to create a raised condition.

Directional real estate sign means a temporary sign directing traffic to an event occurring at the premises that are held for sale or lease. The sign may or may not be located on the premises held for sale or lease.

Erect means to construct, alter, reconstruct, install, place, attach, hang, suspend or affix, including painting or any physical operation required for construction of a sign, including, but not limited to, excavation, site clearance, and land fill.

Establishment means one business, organization, professional office, store, or other entity located in a commercial district (C), a hospital district (H), or a planned unit development district (PUD) and engaged in activities allowed in such zoning districts.

Exposed neon sign means any sign that exposes neon glass tubing to public view, including neon window signs, open face channel letters, or border or architectural neon.

Front-lit channel letter signs means any sign designed to permit internal lighting to illuminate a translucent channel letter face.

Government building means a building used as a government office in a GI zoning district.

Hospital building means a building used as a hospital in a hospital (H) zoning district.

Illuminated awning means an awning that is back-lit or internally illuminated.

Logo means a letter, symbol or sign used to represent goods, identity or service.

Menu/message/marquee sign means a sign structure with manual or electronic changeable text or permanent text, including reader boards, electronic message displays, pricing displays, or time and temperature displays.

Monument sign means an on-premises freestanding sign that is supported by a pedestal or other solid foundation in or upon the ground.

Multiple-establishment complex means a building or series of buildings located on a common site or contiguous sites designed as a unified development occupied by more than one establishment. A shopping center containing more than one establishment, or an office building containing more than one establishment, are examples of multiple-establishment complexes.

Office building means a building primarily providing office space for businesses, organizations, professionals, and individuals, and perhaps providing auxiliary services for the tenants of the building, such as a snack bar.

Off-premises sign means a sign of a business, organization, professional office, store or other establishment that is not appurtenant to the use of the premises on which it is displayed.

Painted wall sign means a sign, including lettering, logos or murals, applied or attached directly to a building surface.

Personal sign means a temporary sign displayed by a resident on the resident's lot advertising personal events, including, but not limited to, garage sales, birthdays and lost pets. Such sign includes signs that are erected for the purpose of informing the public of that person's religious, philosophical, or similar beliefs, including viewpoints concerning current events of a nonpolitical nature.

Political sign means a temporary sign in support of a political candidate or issue in a future city, county, state or national election. The term "political sign" includes signs that are erected for the purpose of informing the public of that person's political beliefs, including viewpoints concerning current events of a political nature.

Portable sign means a readily removable temporary sign or other advertising device that may be erected at successive locations. A newspaper vending rack and A-Frame sign are not portable signs under this article.

Projecting sign means a nonilluminated building-mounted sign with the faces of the sign perpendicular to the building fascia.

Public view means the view as seen from any public street or residential property.

Real estate sign means a temporary sign located on premises indicating that the premises, or a portion thereof, are for sale, lease, or rent.

Roof-mounted signage means a building-mounted sign erected on the roof of a building.

Sign means the display of any letters, numerals, symbols, images, messages, or anything else that is intended to advertise or promote any establishment, place, goods, services, activities, or events, or provide information to persons viewing the display.

Single establishment means one establishment that is the sole occupant of a building on one lot and not a part of a multiple-establishment complex.

Store window sign means a sign that is visible through a window or transparent door of a building that is oriented in a manner establishing an intent to be viewed off-premises or from public or private roadways. This term excludes signs displayed inside of buildings primarily for patrons on the premises.

Surface area of a sign means the total surface area of a sign with a distinguishable frame or background edge includes the surface area within the frame or edge plus the front surface of any frame. The total surface area of a sign without a distinguishable frame or background edge includes the surface area of all letters or symbols in the sign plus all space within and between the letters or symbols. The surface area shall be calculated using an imaginary rectangle which fully contain all extremities of the sign, including the frame, all words, numbers, figures, designs, or trademarks. Only one surface of a two-sided sign is counted if the two sides are back to back, have identical content, and are not separated by more than four feet at the widest point. See exhibit in the Commercial Lighting and Signage Manual for examples of calculating sign area.

Temporary sign means a nonilluminated sign not intended for permanent installation.

UL means underwriters' laboratory.

Wall/pole-mounted cabinet sign means a sign structure consisting of a frame and faces that has exposed pole supports or is wall mounted, and includes structures containing pan-formed faces, Lexan faces, Plexiglas faces, flexible faces, or wood faces.

Wayfinding sign means a nonilluminated single or double post mounted directional sign, which is limited to street names, entrance points, exit points, reserve parking areas, and critical locations within a property's internal traffic area. Wayfinding signs enable a person to find his way to a given destination through the use of effective signage.

Wrap-around awning means an awning that is installed on a building in a place other than directly over a door entrance or window frame.

Zoning district means a zoning district shown on the official zoning map of the city.

(Code 1987, ch. 11, subch. D, § 1; Code 1995, § 3.06.001; Ord. No. 2024-06-12-07, § 2(Exh. A), 6-12-2024)

Sec. 24-20. Administration.

(a) The building official will administer and enforce the provisions of this article. The duties of the building official will include the issuance of permits as required by this article, as well as the responsibility for ensuring that all signs comply with this article.

(b) The building official will make such inspections as necessary to initiate appropriate action to bring about compliance with this article if any inspection discloses any instance of noncompliance.

(c) The building official will investigate any complaints of alleged violations of this article.

(Code 1987, ch. 11, subch. D, § 9; Code 1995, § 3.06.002)

Sec. 24-21. Notice of violation; correction of violations; penalty.

(a) If the building official finds that any sign is erected or maintained in violation of the provisions of this article, the building official will give written notice by certified mail to the owner of the sign and the owner of the property on which the sign is located.

(Code 1987, ch. 11, subch. D, § 16; Code 1995, § 3.06.003; Ord. No. 2024-02-21-22 , § 2(Exh. A), 2-21-2024)

Sec. 24-22. Appeals.

(a) An appeal may be made to the city council by any person aggrieved by an action of the building official. Such appeal, specifying the grounds thereof, must be filed with the city secretary within ten days from the date the building official mailed the notice as required in section 24-21(a). The building official will promptly transfer to the mayor all papers constituting the record upon which the action being appealed was taken. These papers will be made available to the city council for purposes of the appeal. The filing of an appeal stays all proceedings related to the action being appealed.

(b) The city council will have the following authority with respect to appeals:

(1) To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by the building official; and

(2) To reverse or affirm, wholly or partially, or modify the order, requirement, decision, or determination being appealed and make such order, requirement, decision or determination as the city council determines ought to be made.

(c) The concurring vote of four councilmembers will be necessary to reverse or change any order, requirement, decision, or determination of the building official, or to decide in favor of the person making the appeal.

(Code 1987, ch. 11, subch. D, § 17; Code 1995, § 3.06.004)

Sec. 24-23. General requirements.

(a) No person shall construct, alter or move any sign or any portion thereof, or cause the same to be done, without first obtaining a sign permit as required under the city construction code from the building official. All sign permits shall expire after a period of six months except for temporary sign permits as described in section 24-93.

(b) No sign may be erected or maintained in such manner as to obstruct the view of operators of motor vehicles, or at any location where, by reason of position, shape, size, color or illumination, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device.

(c) No person may place, erect or maintain or cause the placement, erection or maintenance of any sign on any tree, utility pole, fence, retaining wall, easement or right-of-way, unless specifically authorized by this article.

(d) No person may place, erect or maintain or cause the placement, erection or maintenance of any sign upon any city property without the prior approval of the city council.

(e) Unless expressly authorized or allowed under this article, no signs are permitted within the city.

(f) All single establishments or multiple-establishment complexes must display building street address numbers on signage in compliance with the provisions of this article and the uniform fire code.

(g) No sign on a lot zoned commercial district (C) shall face an adjacent residentially zoned lot.

(Code 1987, ch. 11, subch. D, § 2; Code 1995, § 3.06.005; Ord. No. 2024-06-12-07, § 2(Exh. A), 6-12-2024)

Sec. 24-24. Prohibited signs.

All signs not expressly permitted under this article or exempt from regulation in accordance with section 24-26 or that do not conform to the requirements of this article are prohibited in the city. Such signs include, but are not limited to:

(1) Animated signs;

(2) Exposed neon signs;

(3) Front-lit channel letter signs;

(4) Illuminated awnings;

(5) Wrap-around awnings;

(6) Menu/message/marquee signs;

(7) Off-premises signs;

(8) Painted wall signs;

(9) Portable signs;

(10) Roof-mounted signage;

(11) Wall/pole-mounted cabinet signs;

(12) Externally illuminated signs; and

(13) Changeable electronic variable message signs.

(Code 1987, ch. 11, subch. D, § 8; Code 1995, § 3.06.006)

Sec. 24-25. Maintenance; liability.

(a) All signs must be properly maintained in good repair and appearance. The sign and all braces, bolts, supports, frame and fastenings must be free from deterioration, termite infestation, rot, or loosening. The building official is authorized and directed to order the painting, repair, or removal of a sign, or make other improvements as necessary to alleviate a hazard to public health, safety or welfare.

(b) The provisions of this article will not be construed as relieving or limiting in any way the responsibility or liability of any person erecting or owning any sign from personal injury or property damage resulting from the placing of the sign, or resulting from the negligence or willful acts of such person, or such person's agents, employees or workers, in the design, construction, maintenance, repair or removal of any sign erected in accordance with a permit issued under the provisions of this article. Nor should this article be construed as imposing upon the city or its officers, employees or representatives any responsibility or liability by reason of the approval of any signs, materials, or devices, or taking any other action under the provisions of this article.

(Code 1987, ch. 11, subch. D, § 14; Code 1995, § 3.06.007)

Sec. 24-26. Exempted signs.

The provisions of this article shall not apply to the following signs:

(1) Memorial signs or tablets, or names of buildings and date of erection when cut into any masonry surface or when constructed of cast bronze or other metal;

(2) Signals, markers or signs erected by state or local government for traffic control or informational purposes;

(3) Temporary decorations or displays that are clearly incidental to and customarily or commonly associated with any national, local or religious holiday or celebration, provided that such decorations or displays are maintained in an attractive condition and do not constitute a fire, traffic or pedestrian hazard;

(4) Temporary or permanent signs erected by public utility companies or construction companies to warn of danger or hazardous conditions, including signs indicating the presence of underground cables, gas lines and other devices;

(5) Signs displayed by a civic organization up to three days before and on the meeting day of such organization if such signs do not exceed four square feet in surface area on each of the two sides;

(6) Residential nameplates, residential address numerals, and notices that property is protected by a security company or neighborhood watch;

(7) Newspaper names and prices on vending racks;

(8) Personal signs;

(9) Political signs.

(Code 1987, ch. 11, subch. D, § 15; Code 1995, § 3.06.008)

Secs. 24-27—24-55. Reserved.

DIVISION 2. PERMIT

Sec. 24-56. Required; expiration.

No person may erect a sign within the city without first obtaining a permit to do so if required by this article. If the work authorized by a permit issued under this article is not commenced within 60 days after the date of issuance, the permit becomes null and void.

(Code 1987, ch. 11, subch. D, § 10; Code 1995, § 3.06.051)

Sec. 24-57. Application.

(a) *Application requirements.*

(1) A person desiring to erect a sign requiring a permit under this article must file a written application for the permit. The permit application must be filed with the building official and must be accompanied by the fee prescribed by the city, together with the following information:

a. The name, address and telephone number of the person making application and the owner of the premises upon which the proposed sign is to be located;

b. Written consent to the application from the owner of the premises upon which the proposed sign is to be located;

c. A site plan depicting the exact location of the proposed sign on the premises, if applicable; and

d. An elevation and specification drawing, to scale, of the proposed sign showing the message to be depicted on the sign, the dimensions of the sign, the materials that will be used in the construction of the sign, lighting devices (if any) that will be used to illuminate the sign, and the method by which the sign will be constructed, attached to the building or placed in the ground, and any associated landscaping.

(2) The specification drawing for a monument sign must bear the signature and seal of a registered professional engineer.

(b) *Date of filing.* The application will not be deemed to have been filed until all information, documentation and fees required by this article have been received by the building official.

(Code 1987, ch. 11, subch. D, § 11; Code 1995, § 3.06.052)

Sec. 24-58. Approval or denial.

(a) The building official will approve, approve with conditions, or disapprove an application to erect a sign within 30 working days following the day the application was filed. Failure of the building official to approve, approve with conditions, or disapprove an application within the prescribed time will constitute approval of the application.

(b) The applicant must comply with all conditions imposed by the building official with respect to approval of an application.

(c) No sign requiring a permit may be erected until such permit is issued by the building official.

(Code 1987, ch. 11, subch. D, § 12; Code 1995, § 3.06.053)

Secs. 24-59—24-89. Reserved.

DIVISION 3. STANDARDS FOR SPECIFIC TYPES OF SIGNS

Sec. 24-90. Monument signs.

(a) *Monument sign table.*

Sign Type	*Commercial & Office Building*	*Hospital, Church or Government Building*	*Residential*
Monument sign	Yes	Yes	Not permitted

Table legend:

"Yes" indicates this sign type is allowable under the conditions outlined below.

"Not permitted" indicates this sign type is not allowed.

(b) *Information on sign.* The information display on a monument sign is limited to the name and logo of residing establishments (except, during such time the premises is for lease, it may include a "for lease" display).

(c) *Design and construction standards.* Monument signs must be designed and constructed in accordance with the following standards:

(1) If internally illuminated, the monument sign must:

a. Be designed and constructed in accordance with applicable UL specifications and requirements and must exhibit the appropriate UL certification; and

b. Lighting must be white in color.

(2) Monument sign materials must be noncorrosive, including, but not limited to, the frame, bolts, shields, brackets, paint, vinyl, and aluminum.

(3) Monument sign faces must be either back-lit channel letters or routed aluminum panel faces that are backed with either Plexiglas or up to a maximum one-half inch push-through type Plexiglas.

(4) A monument sign containing a routed aluminum panel face may have an internally lit or back-lit lighting application.

(5) Monument signs must display the building street address number, in four-inch metal letters, on all visible sign faces.

(d) *Number of signs permitted; dimensions and setback requirements.*

(1) For properties with less than 100 lineal feet of right-of-way frontage, the surface area of the monument sign may not exceed 24 total square feet.

(2) For properties with more than 100 lineal feet of right-of-way frontage, the surface area of the monument sign may not exceed 48 total square feet.

(3) A monument sign may not exceed eight feet in height above the highest point in the natural grade immediately adjacent to the base of the sign.

(4) A monument sign must be set back at least ten feet from the boundary line of the property.

(5) Properties with less than 400 lineal feet of right-of-way frontage may have only one monument sign on the premises. Properties with more than 400 lineal feet of right-of-way frontage may have up to two monument signs on the premises; provided, however, the monument signs must be spaced at least 100 feet apart.

(Code 1987, ch. 11, subch. D, § 3; Code 1995, § 3.06.091; Ord. No. 2024-06-12-07, § 2(Exh. A), 6-12-2024)

Sec. 24-91. Building-mounted signs.

(a) *Building-mounted sign table.*

Building-Mounted Sign Type	*Commercial & Office Building*	*Hospital, Church or Government Building*	*Residential*

Channel letter (illuminated)	Yes	Not permitted	Not permitted
Channel logo (illuminated)	Yes	Not permitted	Not permitted
Dimensional letter (nonilluminated)	Yes	Yes	Not permitted

Table legend:

"Yes" indicates this sign type is allowable under the conditions outlined below.

"Not permitted" indicates this sign type is not allowed.

(b) *Channel letters.* Channel letters must be designed and constructed in accordance with the following standards:

(1) Channel letters:

a. If illuminated, must have opaque side walls.

b. If illuminated, must be designed and constructed in accordance with applicable UL specifications and requirements and must exhibit the appropriate UL certification.

c. If illuminated, lighting must be white in color.

d. Must be constructed of aluminum faces that are at least 0.090 inches thick, aluminum returns that are at least 0.063 inches thick and have a depth of at least three inches.

e. Must contain clear Lexan backs that are at least 0.019 inches thick.

f. Must be mounted using an individual reverse mounting method that has at least a two-inch standoff.

g. Must be painted with two-stage automotive acrylic paint.

h. Must have a painted white interior.

(2) Channel letter displays on a building-mounted sign may contain:

a. One horizontal line of lettering, not to exceed 24 inches in height, with no more than one 24-inch-in-height logo that may not exceed four square feet in total surface area; or

b. Two horizontal lines of lettering, not to exceed 30 inches in height, with no more than one 30-inch-in-height logo that may not exceed six square feet in total surface area.

(c) *Channel logos.* Channel logos must be designed and constructed in accordance with the following standards:

(1) A channel logo:

a. If illuminated, must contain opaque side walls.

b. If illuminated, lighting must be white in color.

c. If illuminated, must be designed and constructed in accordance with applicable UL specifications and requirements and must exhibit the appropriate UL certification.

d. Must be constructed of aluminum backs that are at least 0.063 inches thick, aluminum returns that are at least 0.040 inches thick and have a depth of at least five inches.

e. Must contain clear Lexan backs that are least 0.019 inches thick.

f. Must contain a translucent Plexiglas face that is at least 3/16-inch thick with an ultraviolet light-resistant vinyl overlay that is designed to resist fading for five years.

g. Must contain a trim cap that is at least one inch thick, but not more than two inches thick.

h. Must be mounted using an individual mounting method that has at least a two-inch standoff.

i. Must be painted with two-stage automotive acrylic paint.

j. Must have a painted white interior.

(2) A channel logo display on a building-mounted sign may contain:

a. One logo, not to exceed 24 inches in height or four square feet in total area; or

b. One logo, not to exceed 30 inches in height or six square feet in total area.

(d) *Dimensional letters.* Dimensional letters may not be illuminated. Dimensional letters must be designed and constructed in accordance with the following standards:

(1) Dimensional letters must:

a. Be constructed of noncorrosive metal, including, but not limited to, the bolts, mounting brackets, and sign faces.

b. Be mounted using an individual mounting method that has at least a one-quarter inch standoff.

c. Be painted with two-stage automotive acrylic paint.

d. Have ultraviolet light-resistant vinyl overlay faces that are designed to resist fading for five years.

(2) Dimensional letters on a building-mounted sign must be at least one inch deep, but no more than three inches deep.

(e) *General standards for signs on commercial buildings.* General guidelines and restrictions for building-mounted signs on a commercial building are as follows:

(1) Channel letter type building-mounted signs may be internally illuminated.

(2) Dimensional letter type building-mounted signs may not be illuminated.

(3) Each establishment is limited to one building-mounted sign per building façade with a public entrance and each building-mounted sign may contain only one logo. Buildings with more than 10,000 square feet but less than 25,000 square feet in total gross floor area may have up to two building-mounted signs on the front façade. Buildings with more than 25,000 square feet in total gross floor area may have up to three building-mounted signs on the front façade.

(4) The width of each building-mounted sign may not exceed 75 percent of the linear width of the front facade of the premises structure. For multi-tenant buildings this shall be calculated based on the width of the façade for the individual tenant space.

(5) For premises with less than 25,000 square feet in gross floor area, the total surface area of the building-mounted sign, including any logo, may not exceed 60 square feet in area.

(6) For premises with more than 25,000 square feet, the total surface area of the building-mounted sign, including any logo, may not exceed 80 square feet.

(f) *General standards for signs on hospital, church, or government building.* General guidelines and restrictions for building-mounted signs on a hospital building, church building or government building are as follows:

(1) Only dimensional letter type building-mounted signs are allowed.

(2) Each building-mounted sign may contain only one logo.

(3) Building-mounted signs may not be illuminated.

(4) Total surface area of each building-mounted sign, including any logo, may not exceed 60 square feet in area.

(5) Each building-mounted sign may contain either one or two lines of horizontal lettering, which will not exceed 30 inches in overall height. The content of the display text is limited to the building name or the establishment names.

(6) Buildings with less than 10,000 square feet may have one building-mounted sign. Buildings with more than 10,000 square feet but less than 25,000 square feet in total gross floor area may have up to two building-mounted signs. Buildings with more than 25,000 square feet in total gross floor area may have up to three building-mounted signs.

(7) The width of each building-mounted sign may not exceed 75 percent of the linear width of the front facade of the premises structure.

(Code 1987, ch. 11, subch. D, § 4; Code 1995, § 3.06.092; Ord. No. 2024-06-12-07, § 2(Exh. A), 6-12-2024)

Sec. 24-92. Secondary signs.

(a) *Secondary sign table.*

Secondary Sign Type	*Commercial & Office Building*	*Hospital, Church or Government Building*	*Residential*
Awning sign	Yes	Not permitted	Not permitted
Projecting sign	Yes	Not permitted	Not permitted
Wayfinding sign	Yes	Yes	Not permitted

Table legend:

"Yes" indicates this sign type is allowable under the conditions outlined below.

"Not permitted" indicates this sign type is not allowed.

(b) *Awning signs.* Awning signs must be designed and constructed in accordance with the following standards:

(1) *Materials and construction.* Awning signs must:

a. Have a support structure that is constructed of noncorrosive metal, including, but not limited to, the bolts, mounting brackets, and frame.

b. Be made of low sheen, opaque canvas fabric.

c. Contain white silk-screened display text, which is located on the sign band area of the canvas fabric only.

d. Not contain display text that exceeds ten square feet in total surface area of each awning sign.

(2) *Number of signs permitted.* Each establishment may have one awning sign.

(c) *Projecting signs.* Projecting signs must be designed and constructed in accordance with the following standards:

(1) *Materials and construction.* Projecting signs must:

a. Be constructed of durable noncorrosive materials, and, if painted, must be painted using two-stage automotive acrylic paint.

b. Be mounted so that there is at least eight feet of clearance between the bottom of the projecting sign and the natural grade.

c. Project no more than four linear feet from the building facade.

d. Have ultraviolet light-resistant vinyl overlay faces that are designed to resist fading for five years, if such vinyl materials are used in the projecting sign.

(2) *Number of signs permitted, dimensions and contents.*

a. Total surface area of the projecting sign face may not exceed six square feet in area.

b. Each establishment may have only one projecting sign.

c. Display text is limited to the name, logo, crest, or insignia of the business or organization.

d. Projecting signs may be illuminated using internal lighting that is white in color.

(d) *Wayfinding signs.* Wayfinding signs must be designed and constructed in accordance with the following standards:

(1) *Materials and construction.* Wayfinding signs must:

a. Be constructed of noncorrosive metal, including, but not limited to, bolts, mounting brackets and posts and sign faces.

b. Be mounted so that there are no more than two exposed posts.

c. Be painted with two-stage automotive acrylic paint.

d. Contain directional display graphics that are made of ultraviolet light-resistant vinyl overlay faces designed to resist fading for five years.

(2) *Dimensions and maximum height.*

a. The total surface area of a wayfinding sign face may not exceed two square feet in area.

b. Wayfinding signs may not exceed six feet in height above the highest point in the natural grade immediately adjacent to the base of the sign.

(Code 1987, ch. 11, subch. D, § 5; Code 1995, § 3.06.093; Ord. No. 2024-06-12-07, § 2(Exh. A), 6-12-2024)

Sec. 24-93. Temporary signs allowed with prior approval.

(a) *Temporary sign with prior approval table.*

Temporary Sign Type Requiring Prior Approval	*Commercial & Office Building*	*Hospital, Church or Government Building*	*Residential*
Commercial real estate sign	Yes	Yes	Not applicable
Banner	Yes	Yes	Not permitted

Table legend:

"Yes" indicates this sign type is allowable under the conditions outlined below.

"Not permitted" indicates this sign type is not allowed.

(b) *Standards.* The temporary signs described below are allowable, but require prior approval of the building official:

(1) *Commercial real estate sign.* One commercial real estate sign may be located on the premises being held for sale, lease or rent. A commercial real estate sign may not be displayed for longer than six months. Commercial real estate signs may not exceed ten square feet in surface area. Commercial real estate signs must be at least ten feet from the public right-of-way.

(2) *Banners.* One banner is permitted at a time per establishment. No banner may be displayed for longer than 30 days from the date it is first displayed. No more than three banners may be displayed per establishment per calendar year. The surface area of the banner may not exceed 32 square feet.

(Code 1987, ch. 11, subch. D, § 6; Code 1995, § 3.06.094; Ord. No. 2024-06-12-07, § 2(Exh. A), 6-12-2024)

Sec. 24-94. Temporary signs allowed without prior approval.

(a) *Temporary sign table.*

Type of Sign	*Commercial & Office Building*	*Hospital, Church or Government Building*	*Residential*
Residential real estate sign	Not applicable	Not applicable	Yes
Directional real estate sign	Yes	Yes	Yes
Contractor sign	Yes	Yes	Yes
Store window sign	Yes	Not permitted	Not permitted
A-frame sign	Yes	Not permitted	Not permitted

Table legend:

"Yes" indicates this sign type is allowable under the conditions outlined below.

"Not permitted" indicates this sign type is not allowed.

(b) *Standards.* The temporary signs described below are allowed without prior approval provided such temporary sign meets the requirements specified below:

(1) *Residential real estate sign.* One residential real estate sign may be located on the premises being held for sale, lease or rent. A residential real estate sign may be displayed only while the premises are for sale, lease or rent. Residential real estate signs may not exceed five square feet in total surface area. Residential real estate signs must be at least ten feet from the public right-of-way unless, due to unusual circumstances created by the premises configuration, frontage, size or slope, the ten-foot setback would create a hardship.

(2) *Directional real estate sign.* One directional real estate sign may be located within the public right-of-way or on private property adjoining the public right-of-way in a residential zoning district, provided that the following conditions are satisfied:

a. The directional real estate sign does not exceed three feet in height above natural grade;

b. The directional sign is installed and removed (before 8:00 p.m.) on the day of the event that it is advertising; and

c. The owner of the directional real estate sign has obtained the prior consent of the owner of the private property or private property adjacent to the public right-of-way on which the directional real estate sign will be located.

(3) *Contractor sign.* One contractor sign will be allowed on the premises being improved. Contractor signs in a residential zoning district may not exceed five square feet in surface area. Contractor signs in nonresidential zoning districts may not exceed ten square feet in surface area per contractor or subcontractor, and must be at least ten feet from the public right-of-way, unless affixed to temporary security/jobsite fencing being used in conjunction with the improvements. The contractor sign must be removed immediately after the improvements on the premises are completed.

(4) *Store window signs.* An establishment may have store window signs that shall not exceed a total combined area of 12 square feet per establishment. An establishment where the business is at an intersection of two roadways and has windows on different sides of the building adjacent to the roadways, may have store window signs that shall not exceed 24 square feet.

(5) *A-frame sign.* One A-frame sign will be allowed per establishment. The A-frame sign may not exceed five square feet per sign face, with a maximum of two sign faces which shall be parallel to each other (back-to-back). The A-frame sign shall not exceed three and one-half feet in height. A-frame signs may only be displayed during hours the establishment is open for business and must be taken down and stored inside the establishment when the establishment is closed. A-frame signs may not be placed within the public right-of-way, but may be placed on private sidewalks so long as it does not impede pedestrian traffic or ADA accessibility.

(Code 1987, ch. 11, subch. D, § 7; Code 1995, § 3.06.095; Ord. No. 2024-06-12-07, § 2(Exh. A), 6-12-2024)

Sec. 24-95. Signs in governmental or institutional (GI) district or park (P) district.

(a) Churches and hospitals are considered single establishments and the regulations are the same as for a single establishment in a commercial district (C) in this article. Upon request, the city council may approve additional signs with a favorable vote of at least four councilmembers after a public hearing.

(b) Signs on local, state, or federal government property require approval from the city council with a favorable vote of at least four councilmembers after a public hearing.

(c) Signs on the premises of a public or private park require approval from the city council with a favorable vote of at least four councilmembers after a public hearing.

(Code 1987, ch. 11, subch. D, § 13; Code 1995, § 3.06.096; Ord. No. 2024-06-12-07, § 2(Exh. A), 6-12-2024)

Secs. 24-96—24-118. Reserved.

DIVISION 4. VARIANCES

Sec. 24-119. Purpose; limitations.

(a) In order to lessen practical difficulties and prevent unnecessary physical hardships, variances from the regulations may be granted. A practical difficulty or unnecessary physical hardship may result from the size, shape, or dimensions of a structure, or the location of the structure, from topographic or physical conditions on the site or in the immediate vicinity, or from other physical limitations, street locations, or traffic

conditions in the immediate vicinity. Cost or inconvenience to the applicant of strict or literal compliance with a regulation shall not be a reason for granting a variance.

(b) With respect to signs which are subject to regulation under V.T.C.A., Transportation Code ch. 391 and state department of highways and public transportation regulations, no variance shall be granted from spacing, size and lighting requirements when such would result in less stringent regulation than that provided for under those regulations.

(Code 1995, § 3.06.121)

Sec. 24-120. Application.

Application for a variance shall be made upon a form provided by the city. The variance application shall include the application for a sign permit and shall also state the applicant's reasons for requesting variance in accordance with the criteria set forth in this article.

(Code 1995, § 3.06.122)

Sec. 24-121. Fee.

The fee for a variance shall be as provided in the city fee schedule. The fee shall be paid at the time of application and shall not be refundable.

(Code 1995, § 3.06.123)

Sec. 24-122. Hearing.

Upon receipt of a variance application, the city council shall hold a public hearing prior to the approval or disapproval of the requested variance.

(Code 1995, § 3.06.124; Ord. No. 2019-12-18-17, § 1, 12-18-2019)

Sec. 24-123. Action on application.

Within 20 days of the closing of a hearing on a variance application, the city council shall act on the application. The council may approve the application as submitted, may approve the application subject to such modifications or conditions as it deems necessary to accomplish the purpose of this article, or the council may deny the application. A variance may be revocable or may be granted for a limited time period.

(Code 1995, § 3.06.125)

Sec. 24-124. Criteria for approval.

Before the city council acts on a variance application, the applicant must prove hardship, and the council must find that:

(1) There are special circumstances or conditions applying to the land, buildings, topography, vegetation, sign structures or other matters on adjacent lots or within the adjacent right-of-way, which would substantially restrict the effectiveness of the sign in question; provided, however, that such special circumstances or conditions are unique to the particular business or enterprise to which the applicant desires to draw attention, and do not apply generally to all businesses or enterprises;

(2) That such special circumstances were not created by the applicant or anyone in privy to the applicant;

(3) That the granting of the variance will be in general harmony with the purposes of this article, and will not be materially detrimental to the persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general;

(4) The variance applied for does not depart from the provisions of this article any more than is required to identify the applicant's business or use;

(5) Such other factors and criteria as the council deems applicable to the proposed variance.

(Code 1995, § 3.06.126; Ord. No. 2013-05-15, 5-15-2013)

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff

Agenda Item:

Executive session pursuant to section 551.074 of the Texas Government Code for discussion of personnel matters regarding the applications for and the appointment of a City Secretary

Description:

Executive Session items discussed by the Rollingwood City Council are closed to the public as authorized by the Texas Open Meetings Act. To preserve the confidentiality of matters discussed in executive session, no supporting materials, reports, or additional information will be included in the council packet.

The agenda caption is the only information that will be publicly provided for these items.

Action Requested:

No action is allowed in Executive Session

Fiscal Impacts:

None; this item is for closed discussion only

Attachments:

No attachments are included in the packet for an Executive Session item

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff

Agenda Item:

Executive Session pursuant to Texas Local Government Code section 551.071 Consultation with Attorney regarding regulation of access to Almarion Way

Description:

Executive Session items discussed by the Rollingwood City Council are closed to the public as authorized by the Texas Open Meetings Act. To preserve the confidentiality of matters discussed in executive session, no supporting materials, reports, or additional information will be included in the council packet.

The agenda caption is the only information that will be publicly provided for these items.

Action Requested:

No action is allowed in Executive Session

Fiscal Impacts:

None; this item is for closed discussion only

Attachments:

No attachments are included in the packet for an Executive Session item

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff

Agenda Item:

Executive Session pursuant to Texas Local Government Code section 551.071 Consultation with Attorney regarding Marcie v. City of Rollingwood

Description:

Executive Session items discussed by the Rollingwood City Council are closed to the public as authorized by the Texas Open Meetings Act. To preserve the confidentiality of matters discussed in executive session, no supporting materials, reports, or additional information will be included in the council packet.

The agenda caption is the only information that will be publicly provided for these items.

Action Requested:

No action is allowed in Executive Session

Fiscal Impacts:

None; this item is for closed discussion only

Attachments:

No attachments are included in the packet for an Executive Session item

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff, on behalf of Mayor Massingill

Agenda Item:

Discussion and possible action on a recommendation by the Mayor to employ a City Secretary

Description:

During executive session, Mayor Gavin Massingill provided the Council with his recommendation of whom should be appointed to the City Secretary position based on the submitted applications. This agenda item affords Council the opportunity to fill the vacancy through appointment. Per Section 2-121 of the City of Rollingwood's Code of Ordinances, the City Secretary shall be appointed and employed by a majority vote of the city council for an initial term of one month.

Action Requested:

To, pursuant to Section 2-121 of the City's Code of Ordinances, appoint and employ a City Secretary for an initial term of one month

Fiscal Impacts:

The funding for this vacant position is included in the current FY2026 budget

Attachments:

None

Date: June 11, 2026

To: Mayor and Councilmembers of the City of Rollingwood

From: Alun Thomas, City Administrator

Subject: City Administrator's Report

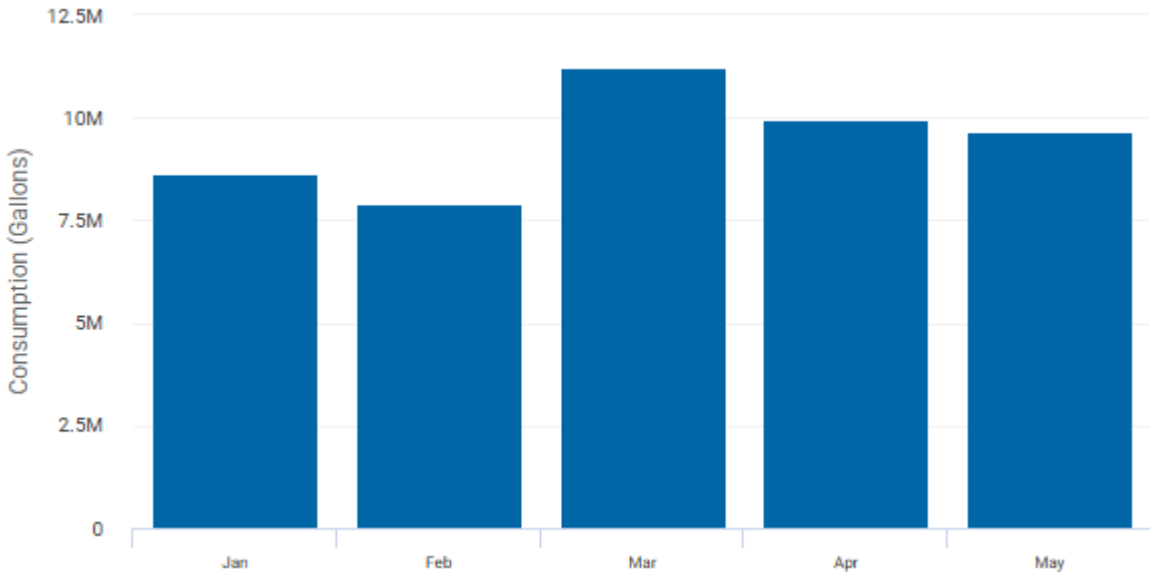
City Financials

Highlights of the financials through the month of May 2026:

- As of May 31, 2026, 67% of Fiscal Year 2025-2026 has passed.
- Property taxes collected were up 6% from the amount collected in April 2025.
- Sales taxes collected were not significantly different than the amount collected in April 2025.
- The Water Fund balance is currently at $1,107,859.58. The General Fund balance is $4,342.334.08.

Utilities

Total system water usage for March was 9,691,765 gallons in May 2025, slightly down from the average daily consumption in April.



This month's usage continues to be below annual averages due to the decreased need for irrigation resulting from higher rainfall amounts.

The top ten water consumers in May 2026 used:

Consumption Rank	Commercial	Residential
1	213,624	97,217
2	199,617	94,106
3	152,066	72,084
4	127,455	68,160
5	119,544	63,308
6	115,191	56,779
7	112,765	56,518
8	99,748	56,299
9	93,763	55,818
10	92,267	54,213

Usage in Gallons

As of April 8, 2026, the EyeOnWater customer portal has a total of **257** accounts (a decrease of 1 since my last report) that are registered within the system, representing 43% of the system's connections. Of those accounts, **207** (up 2 from my last report) have signed up for leak alerts, and the rest have not.

Consistent manual monitoring of leaks by the Utility Billing department, coupled with automated leak alerts from EyeOnWater, have, in the early months of 2026, helped to significantly reduce the number of identified leaks across the system. However, 79 of the City's 610 water meters (12.95%) show some degree of continuous usage, with 11 (the same number as last month) of those meters having a continuous flow of at least 10 gallons per hour. Staff continues to work with customers on correcting those issues through frequent and proactive communication.

Independence Day Festivities

The Rollingwood Women's Club will be holding its annual July 4th parade at 9:00 a.m. with a celebration to follow in the lower park. We hope to see you all there for the celebration!

Off-Leash Area at the Park

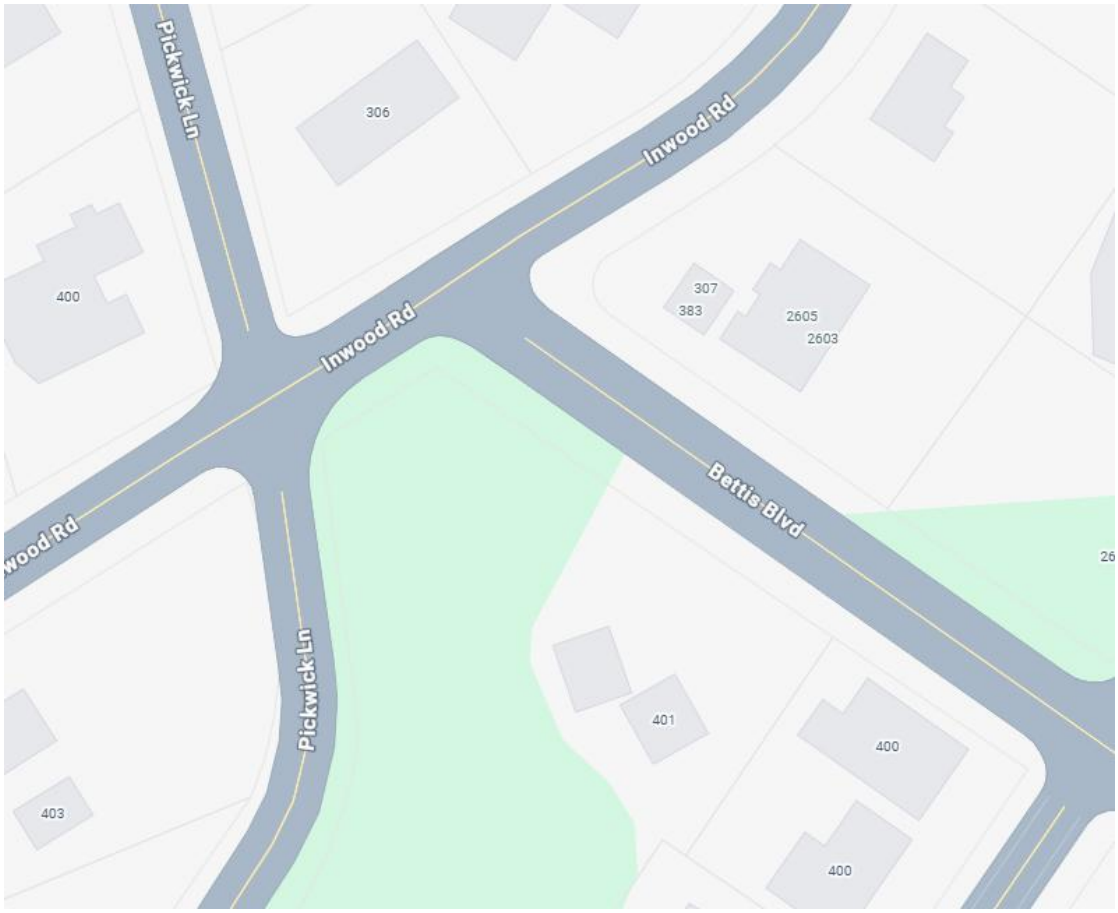
At the May 13, 2026, City Council meeting, the concept of a 0.59-acre off-leash area and the use of concrete for the parking lot improvements were approved. Staff is currently working with Curt Arnette of Sitio Designs and Robert Dial of Dial Development Services Ltd. to move the park projects forward.

Tidying-Up of Chapter 107 of the Code of Ordinances

The Planning and Zoning Commission is still working through the process of improving the readability and flow of Chapter 107 (Zoning) of the City's Code of Ordinances. The Commission's goal is to make non-substantive changes to the chapter through reorganization and clarification. Once its work is complete, the Commission will forward its recommendations to Council for possible adoption.

Drainage Concerns at Inwood Road and Bettis Boulevard

Staff is working with the city engineer on ways to improve drainage in the area shown below during heavy rain events. I anticipate being able to share a report from the engineer with the City Council in the July meeting.



Screenshot from Google Maps

City Holidays

As a reminder, Friday, June 19 (Juneteenth) and Saturday, July 4 (Independence Day) are federal and City holidays. As such, non-emergency staff will not be present at work on that day, with the exception of some members of staff who will be joining me to provide supporting roles for the various Independence Day activities in the city.

Contact Me if Needed

I can be reached by email at athomas@rollingwoodtx.gov and by cell phone at (737) 218-8326. Please let me know if you have any questions or concerns.

Sincerely,

Alun Thomas,
City Administrator

Police Department Report-May 2026

Staffing	
Authorized Staff:	10
Current Staff:	8
Hours Worked For Comp:	0
Comp Hours Spent:	0
Vacation Hours Spent:	35
Sick Hours Spent:	16
Holiday Hours Worked:	0
Holiday Hours Not Worked :	0
Hours Worked For Overtime:	95
Total Hours Worked:	1069

Possible Liabilities (PD Employees Only)	
Comp Pool Liability (Dollars):	$ 15,764.44
Vacation Pool Liability (Dollars):	$ 58,220.30
Total Sick Pool Liability (Dollars):	$ 59,871.40
Total Possible Liabilities:	$ 135,553.38

Fleet	
Vehicles Authorized:	3
Vehicles Operational:	3
Gasoline Used (gal):	319
Total Miles Driven:	2,879

Police Activity	
Calls for Service	
Calls Dispatched:	58
Self Assigned Calls:	69
Total Calls for Service:	127
Agency Assists:	28
Police Reports:	18
Theft/Burglary Reports:	7
Arrests	
Misdemeanor Arrests:	1
Felony Arrests:	0
Total Arrests:	
Proactive Citizen Contacts:	25
Vehicle Accidents	
Minor Accidents:	2
Major Accidents:	0
Total Vehicle Accidents:	2

Ordinance Violations	
Construction:	0
Solicitation:	2
Noise:	2
Tree Related:	0
Animal Related:	0
Total Citations Issued	2
Total Warnings Issued	3
All Others:	1
Total Ordinance Violations:	

Traffic Initiatives	
Location 1: Riley traffic from Zilker Park	
Citations/Warnings issued at this Location:	7
Location 2: Park Zone	
Citations/Warnings Issued at this Location:	63
Location 3: Bee Caves	
Citations/Warnings Issued at this Location:	101
Total Citations/Warnings issued during traffic initiatives:	171

Traffic Enforcement	
Total Citations issued:	174
Total Warnings issued:	125
Total Citations and Warnings:	299
Location of Traffic Stops	
City Roadways:	130
Bee Caves Road:	101
Total Traffic Stops:	231
Type of Violations	
Moving Violations:	145
Non-Moving Violations:	153
Total Violations:	298
Parking Violations	
Total Citations issued:	38
Total Warnings issued:	13
Total Citations and Warnings:	51

Chief's Blotter

*May 4th & 5th 2026 Officer Bishop attended the ALERRT Breaching course.
*May 11th thru 15th 2026 Corporal Bruns attended the FBI-LEEDA Internal Affairs Investigation course.
*May 18th thru 22nd 2026 Chief Munoz attended LEMIT Chief's Leadership Training Series.
*May 19th thru 21st 2026 Corporal Bruns attended the Criminal Investigations course.

FOR PD USE ONLY (Not to be placed in the City Council Packet):

City of Rollingwood Monthly Stats - Fiscal Year 2025-2026
Municipal Court

Violations Filed by Date

	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Total
Traffic	73	62	137	63	122	136	88	131					812
State Law	35	1	1	1	0	0	0	1					39
City Ordinance	56	2	46	0	5	2	1	2					114
Parking	11	5	6	3	7	14	43	36					125
Total Violations	**175**	**70**	**190**	**67**	**134**	**152**	**132**	**170**	**0**	**0**	**0**	**0**	**1090**

Completed Cases

Paid Fine	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Total
Traffic	18	19	22	39	17	50	22	28					215
State Law	0	1	0	1	0	0	0	0					2
City Ordinance	7	7	7	18	2	2	0	0					43
Parking	5	3	4	1	5	3	17	20					58
Total Paid Fines	30	30	33	59	24	55	39	48	0	0	0	0	318
Before Judge	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Traffic	6	8	13	16	12	15	7	9					86
State Law	0	0	0	0	0	0	0	0					0
City Ordinance	1	2	6	4	3	1	2	2					21
Parking	1	0	2	2	1	0	6	0					12
Total Before Judge	8	10	21	22	16	16	15	11	0	0	0	0	119
By Jury	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Total	0	0	0	0	0	0	0						**0**
	Oct-25	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Total Completed	**38**	**40**	**54**	**81**	**40**	**71**	**54**	**59**	**0**	**0**	**0**	**0**	**437**

Other Completed

Dismissed DSC. Sec. 2	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Total
Traffic	15	0	26	11	22	26	18	17					135
State Law	0	0	0	0	0	0	0	0					0
City Ordinance	0	0	0	0	0	0	0	0					0
Parking	0	0	0	0	0	0	0	0					0
Total	**15**	**0**	**26**	**11**	**22**	**26**	**18**	**17**	**0**	**0**	**0**	**0**	**135**
Dismissed After Deferred Disp.	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Traffic	3	2	8	3	0	29	1	6					52
State Law	0	0	3	0	0	2	0	0					5
City Ordinance	0	0	0	0	0	4	0	1					5
Parking	0	0	0	0	0	0	0	0					0
Total	**3**	**2**	**11**	**3**	**0**	**35**	**1**	**7**	**0**	**0**	**0**	**0**	**62**
Dismissed By Presenting Insurance	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Traffic	0	1	0	0	1	2	0	0					
Total	**0**	**1**	**0**	**0**	**1**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Voided Docket	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Traffic	0	0	0	0	0	1	0	0					1
State Law	0	15	1	1	0	0	0	0					17
Parking	0	0	0	0	0	0	0	0					0
City Ordinance	0	0	0	0	0	0	0	0					0
Total	**0**	**15**	**1**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**18**
Dismissed by Judge	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Traffic	0	0	0	0	0	0	0	0					0
State Law	0	0	0	0	0	0	0	0					0
City Ordinance	0	0	0	0	0	0	0	0					0
Parking	0	0	0	0	0	0	0	0					0
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Dismissed/ Compliance	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Traffic	8	0	7	1	7	17	8	11					59
State Law	0	0	0	0	0	0	0	0					0
City Ordinance	1	0	0	0	0	0	0	0					1
Parking	0	0	0	0	0	0	0	0					0
Total	**9**	**0**	**7**	**1**	**7**	**17**	**8**	**11**	**0**	**0**	**0**	**0**	**60**
Dismissed by Prosecutor	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Traffic	2	1	1	0	3	3	2	3					15
State Law	2	0	1	0	0	0	0	0					3
City Ordinance	7	8	2	0	3	1	0	2					23
Parking	1	0	0	0	0	1	1	0					3
Total	**12**	**9**	**4**	**0**	**6**	**5**	**3**	**5**	**0**	**0**	**0**	**0**	**44**
	Oct-25	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Total other Completed	**39**	**27**	**49**	**16**	**36**	**86**	**30**	**40**	**0**	**0**	**0**	**0**	**319**
Grand Total Completed	**77**	**67**	**103**	**97**	**76**	**157**	**84**	**99**	**0**	**0**	**0**	**0**	**756**

Warrants

Issued	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Total
Traffic	41	0	21	0	1	0	5	36					104

State Law	45	0	1	0	0	0	0	0					46
City Ordinance	0	0	1	0	0	0	0	0					1
Parking	3	0	0	0	0	0	0	0					3
Total Warrants Issued	**89**	**0**	**23**	**0**	**1**	**0**	**5**	**36**	**0**	**0**	**0**	**0**	**154**
Cleared	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Traffic	2	5	8	8	3	3	1	3					33
State Law	10	16	1	0	0	0	0	2					29
City Ordinance	0	0	1	0	0	0	0	0					1
Parking	0	0	0	0	0	0	0	0					0
Total Warrants Cleared	**12**	**21**	**10**	**8**	**3**	**3**	**1**	**5**	**0**	**0**	**0**	**0**	**63**
Change in Total Warrants	**77**	**-21**	**13**	**-8**	**-2**	**-3**	**4**	**31**	**0**	**0**	**0**	**0**	**91**

Other Paid Cases

Paid Fines	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Total Other Paid Fines	18	15	24	24	31	29	24	25					**190**

Payment Process Methods

Paid Fines	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Municipal Court Clerk	39	25	50	33	47	65	49	54					362
Online	28	34	51	85	33	57	50	48					386
Total	**67**	**59**	**101**	**118**	**80**	**122**	**99**	**102**					**748**

Fees and Fines Paid FY 2025-2026

	Oct-25	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Total**
Administrative Fee	$ 21.20	$ -	$ -	$ -		$ -	$ -	$ -					$ 21.20
Administrative $20.00		$ -	$ -	$ -		$ -	$ -	$ -					$ -
Arrest Fee	$ 310.48	$ 256.80	$ 462.51	$ 522.60	$ 332.02	$ 587.89	$ 447.64	$ 449.40					$ 3,369.34
Bond Fortfeiture		$ -	$ -	$ -		$ -	$ -	$ -					$ -
CCC04-Consolidated Court Cost		$ -	$ -	$ 40.00	$ 1.29	$ 99.47	$ -	$ -					$ 140.76
CS2 Child Safety Fee	$ 25.00	$ -	$ 3.25	$ 25.00	$ 25.00	$ 50.00	$ -	$ -					$ 128.25
Civil Justice Fee Court		$ -	$ -	$ 0.01		$ -	$ -	$ -					$ 0.01
Civil Justice Fee State		$ -	$ -	$ 0.09		$ 0.04	$ -	$ -					$ 0.13
Court Tech Fund		$ -	$ -	$ 4.00	$ 0.13	$ 9.94	$ -	$ -					$ 14.07
DSC Admin Fee	$ 80.00	$ 130.00	$ 280.00	$ 210.00	$ 75.92	$ 350.00	$ 230.00	$ 158.70					$ 1,514.62
Fine	$ 6,550.30	$ 5,264.90	$ 7,363.40	$ 10,668.80	$ 6,146.30	$ 7,825.50	$ 4,360.80	$ 5,322.90					$ 53,502.90
Indigent Defense Fee		$ -	$ -	$ 2.00	$ 0.06	$ 4.97	$ -	$ -					$ 7.03
JFCI- Judicial Fee - City		$ -	$ -	$ 0.60	$ 0.02	$ 1.49	$ -	$ -					$ 2.11
JFCT2-Judicial Fee-State		$ -	$ -	$ 5.40	$ 0.17	$ 13.43	$ -	$ -					$ 19.00
MCBS MUNICIPAL COURT BUILDING SEC		$ -	$ -	$ 3.00	$ 0.10	$ 7.46	$ -	$ -					$ 10.56
State Jury Fee		$ -	$ -	$ 4.00	$ 0.13	$ 9.94	$ -	$ -					$ 14.07
TFC	$ 114.19	$ 96.17	$ 187.38	$ 205.35	$ 139.68	$ 278.44	$ 220.68	$ 233.24					$ 1,475.13
Truancy Prevention		$ -	$ -	$ 2.00	$ 0.06	$ 4.97	$ -	$ -					$ 7.03
Omni Fees State		$ -	$ -	$ -		$ -	$ -	$ -					$ -
Omni Base Vendor		$ -	$ -	$ -		$ -	$ -	$ -					$ -
Local Munucipal Jury Fund (LMJF)	$ 6.18	$ 5.22	$ 9.16	$ 10.42	$6.70	$ 11.65	$ 8.91	$ 8.93					$ 67.17
CCC 2020 (CCC20)	$ 2,982.11	$ 2,564.69	$ 4,441.50	$ 4,868.03	$ 3,371.55	$ 6,888.65	$ 4,001.27	$ 4,271.50					$ 33,389.30
Local Court Technology Fund	$ 248.39	$ 209.48	$ 366.54	$ 418.06	$ 269.53	$ 468.46	$ 358.16	$ 359.60					$ 2,698.22
Local Truancy Prevention Fund	$ 310.48	$ 261.80	$ 458.16	$ 522.60	$ 336.86	$ 585.46	$ 447.64	$ 449.40					$ 3,372.40
State Traffic Fee (STF19)	$ 1,903.04	$ 1,602.83	$ 3,123.04	$ 3,372.50	$ 2,328.05	$ 4,616.42	$ 3,677.99	$ 3,887.21					$ 24,511.08
State Traffic Fee STF				$30.00		$ 14.58	$ -	$ -					$ 44.58
Local Building Security Fund (LMCBSF)	$ 304.28	$ 256.59	$ 449.01	$ 512.14	$ 330.16	$ 573.82	$ 438.72	$ 440.46					$ 3,305.18
TLFTA3Local Omni Base Fee		$ -	$ -	$ -	$ 0.13	$ 9.94	$ -	$ -					$ 10.07
TLFTA2 OMNI BASE VENDOR		$ -	$ -	$ -	$ 0.19	$ 14.92	$ -	$ -					$ 15.11
TLFTA1 OMNI FEES STATE		$ -	$ -	$ -	$ 0.64	$ 49.72	$ -	$ -					$ 50.36
Time Pmt. Plan - Local	$ 3.14	$ 0.57	$ 6.81	$ 15.72	$ 4.72	$ 3.20	$ -	$ 1.82					$ 35.98
Time Pmt. Plan - Effiency	$ 4.71	$ 0.85	$ 10.22	$ 23.58	$ 7.07	$ 4.80	$ -	$ 2.74					$ 53.97
Time Pmt. Plan - State		$ -	$ -	$ -		$ -		$ -					$ -
Warrant Fee	$ 100.00	$ 50.00	$ 100.00	$ 150.00	$ 150.00	$ 100.00	$ 50.00	$ 150.00					$ 850.00
Collection Agency Fee	$ 123.60	$ 88.77	$ 216.43	$ 69.90	$ 164.19	$ 210.44	$ 78.27	$ 140.67					$ 1,092.27
Total Fees/Fines Paid	**$ 13,087.10**	**$ 10,788.67**	**$ 17,477.41**	**$ 21,685.80**	**$ 13,690.67**	**$ 22,795.60**	**$ 14,320.08**	**$ 15,876.57**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 129,721.90**

Friends of the Park

CITY OF ROLLINGWOOD
FY 2025-2026

DONATIONS RECEIVED: ACCOUNT NO. 100-4-55-4556

MONTH	YTD TOTAL
OCT - MAY	$ 1,715.00

500-RCDC

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
500-1000	RCDC OPERATING CASH	84,523.07		
500-1005	TEXPOOL	835,197.03		
500-1100	DUE FROM CITY	20,158.41		
500-1350	SALES TAX RECEIVABLE	0.00		
500-1612	ACCUMULATED DEPRECIATION	(654.00)		
500-1750	PARK IMPROVEMENT PROJECT	21,570.00		
			960,794.51	
	TOTAL ASSETS			960,794.51
LIABILITIES				
500-2000	ACCOUNTS PAYABLE	0.00		
500-2020	ACCOUNTS PAYABLE RCDC	0.00		
500-2030	PAYABLE TO CITY	0.00		
500-2060	Retirement Payout Reserve	0.00		
500-2140	Vehicle Financing Notes	0.00		
	TOTAL LIABILITIES		0.00	
EQUITY				
500-3000	FUND BALANCE-UNAPPROPRATED	794,272.51		
500-3001	XXFUND BALANCE	0.00		
500-3010	OTHER FUND BALANCE	0.00		
500-3030	AMOUNTS TO BE PROVIDED FOR	0.00		
	TOTAL BEGINNING EQUITY	794,272.51		
	TOTAL REVENUE	171,904.10		
	TOTAL EXPENSES	5,382.10		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	166,522.00		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		960,794.51	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			960,794.51

2025-2026

RCDC
MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF 05/30/2026, 67% OF FISCAL YEAR

REVENUE STATUS & COMPARISON TO PRIOR YEAR

	CURRENT YEAR: EST. REVENUE	YTD	PERCENT	PRIOR YEAR: YTD	CURRENT YR COMPARED TO PY YR
SALES TAX REVENUE	$ 200,000	$ 157,546	79%	$ 150,610	105%

BUDGET STATUS & COMPARISON TO PRIOR YEAR

	CURRENT YEAR: BUDGET	YTD	PERCENT	YTD	CURRENT YR COMPARED TO PY YR
ECONOMIC DEVELOPMENT:					
REVENUE	$ -	$ -	#DIV/0!	$ -	#DIV/0!
EXPENDITURES	$ 20,000	$ -	0%	$ -	#DIV/0!
NON-PROJECTED RELATED:					
REVENUE	$ 210,000	$ 171,904	82%	$ 161,585	106%
EXPENDITURES	$ 77,000	$ 5,382	7%	$ 2,575	209%
ADDITIONAL NEW PROJECTS:					
REVENUE	$ -		#DIV/0!	$ 250	0%
EXPENDITURES	$ 108,000	$ -	0%	$ -	#DIV/0!

RECAP:	CURRENT YEAR: BUDGET	YTD	PERCENT	YTD	CURRENT YR COMPARED TO PY YR
REVENUE	$ 210,000	$ 171,904	82%	$ 161,835	106%
EXPENDITURES	$ 205,000	$ 5,382	3%	$ 2,575	2.090208978

500-RCDC
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
NON-PROJECT RELATED	210,000.00	22,724.39	171,904.10	81.86	38,095.90
TOTAL REVENUES	210,000.00	22,724.39	171,904.10	81.86	38,095.90
EXPENDITURE SUMMARY					
ECONOMIC DEVELOPMENT	20,000.00	0.00	0.00	0.00	20,000.00
NON-PROJECT RELATED	77,000.00	5,382.10	5,382.10	6.99	71,617.90
ADDITIONAL NEW PROJECTS	108,000.00	0.00	0.00	0.00	108,000.00
TOTAL EXPENDITURES	205,000.00	5,382.10	5,382.10	2.63	199,617.90
REVENUES OVER/(UNDER) EXPENDITURES	5,000.00	17,342.29	166,522.00		(161,522.00)

500-RCDC

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-PROJECT RELATED					
TAXES					
500-4-90-4000 SALES TAX REVENUE	200,000.00	20,158.34	157,545.66	78.77	42,454.34
TOTAL TAXES	200,000.00	20,158.34	157,545.66	78.77	42,454.34
INVESTMENT INCOME					
500-4-90-4400 INTEREST INCOME	10,000.00	2,562.84	14,269.82	142.70	(4,269.82)
500-4-90-4401 INTEREST INCOME - CHECKING	0.00	3.21	88.62	0.00	(88.62)
TOTAL INVESTMENT INCOME	10,000.00	2,566.05	14,358.44	143.58	(4,358.44)
MISCELLANEOUS REVENUE					
500-4-90-4581 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL NON-PROJECT RELATED	210,000.00	22,724.39	171,904.10	81.86	38,095.90
TOTAL REVENUES	210,000.00	22,724.39	171,904.10	81.86	38,095.90

500-RCDC

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
ECONOMIC DEVELOPMENT					
OTHER NON-DEPARTMENTAL					
500-5-80-5524 ROLLINGWOOD BUS PROMOTION	20,000.00	0.00	0.00	0.00	20,000.00
500-5-80-5527 COVID-19 RELIEF PROGRAM	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER NON-DEPARTMENTAL	20,000.00	0.00	0.00	0.00	20,000.00
TOTAL ECONOMIC DEVELOPMENT	20,000.00	0.00	0.00	0.00	20,000.00
NON-PROJECT RELATED					
CONTRACTUAL SERVICES					
500-5-90-5275 ADMIN SERVICES AGREEMENT	72,000.00	0.00	0.00	0.00	72,000.00
TOTAL CONTRACTUAL SERVICES	72,000.00	0.00	0.00	0.00	72,000.00
MISCELLANEOUS OTHER EXP					
500-5-90-5340 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
500-5-90-5380 LEGAL EXPENSES	5,000.00	5,382.10	5,382.10	107.64	(382.10)
TOTAL MISCELLANEOUS OTHER EXP	5,000.00	5,382.10	5,382.10	107.64	(382.10)
TOTAL NON-PROJECT RELATED	77,000.00	5,382.10	5,382.10	6.99	71,617.90
ADDITIONAL NEW PROJECTS					
MISCELLANEOUS OTHER EXP					
500-5-95-5387 MOPAC LEGAL EXPENSES	0.00	0.00	0.00	0.00	0.00
500-5-95-5388 PARK IMPROVEMENT PROJECT	50,000.00	0.00	0.00	0.00	50,000.00
500-5-95-5389 COMPREHENSIVE PLAN	0.00	0.00	0.00	0.00	0.00
500-5-95-5390 COMMERCIAL CODES UPDATES COMP	0.00	0.00	0.00	0.00	0.00
500-5-95-5391 MOBILITY, CONNECTIVITY & SAFET	55,000.00	0.00	0.00	0.00	55,000.00
500-5-95-5392 PARK AMENITIES AND PROMOTION	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL MISCELLANEOUS OTHER EXP	108,000.00	0.00	0.00	0.00	108,000.00
CAPITAL OUTLAY					
500-5-95-5490 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL ADDITIONAL NEW PROJECTS	108,000.00	0.00	0.00	0.00	108,000.00
TOTAL EXPENDITURES	205,000.00	5,382.10	5,382.10	2.63	199,617.90
REVENUES OVER/(UNDER) EXPENDITURES	5,000.00	17,342.29	166,522.00		(161,522.00)

100-GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
100-1000	CLAIM ON POOLED CASH	3,960,181.90		
100-1011	PETTY CASH - COURT	250.00		
100-1014	CASH - TAX NOTES	65,773.07		
100-1016	MERCHANT ACCT CASH	0.00		
100-1018	CASH - DEVELOPMENT SERVICES	(1,000.00)		
100-1030	TEX-POOL	382,152.18		
100-1050	NEW CASH	0.00		
100-1131	NET PENSION ASSET	0.00		
100-1141	DEFERRED OUTFLOWS OF RESOURCES	0.00		
100-1142	DEFERRED OUTFLOWS - OPEB	0.00		
100-1200	ACCOUNTS RECEIVABLE	32,210.42		
100-1205	ALLOWANCE FOR UNCOLLECTIBLES	0.00		
100-1206	ALLOWANCE FOR DOUBTFUL ACCTS	(7,502.27)		
100-1217	CENCOR PUD RECEIVABLE	0.00		
100-1221	DUE FROM RCDC	0.00		
100-1222	DUE FROM WATER FUND	137.57		
100-1230	TAXES RECEIVABLE - GENERAL	38,727.58		
100-1240	RECEIVABLE - FRIENDS OF THE PA	60.00		
100-1245	RECEIVABLE - PARK DONATIONS	0.00		
100-1250	DUE FROM VENDORS	409.80		
100-1350	SALES TAX RECEIVABLE	79,164.56		
100-1399	LEASE RECEIVABLE	138,865.99		
			4,689,430.80	
	TOTAL ASSETS			4,689,430.80
LIABILITIES				
100-2000	ACCOUNTS PAYABLE POOLED	0.00		
100-2008	ACCOUNTS PAYABLE - OTHER	(34,182.73)		
100-2010	HEALTH INSURANCE PAYABLE	(76.59)		
100-2012	AFLAC INSURANCE PAYABLE	(389.74)		
100-2015	EDC SALES TAX PAYABLE	0.00		
100-2016	EMPLOYEE 457 CONTRIB PAYABLE	4,045.76		
100-2020	FEDERAL WH PAYABLE	(2.03)		
100-2030	UNEMPLOYMENT TAX PAYABLE	50.51		
100-2035	SOCIAL SEC/MEDICARE PAYABLE	(236.31)		
100-2050	APPEARANCE BOND RESERVE	431.00		
100-2055	OMNIBASE PAYABLE	(26.57)		
100-2060	RETIREMENT PAYOUT RESERVE	0.00		
100-2070	DEFERRED REVENUE	15,907.80		
100-2075	CHILD SUPPORT GARNISHMENT	0.70		
100-2080	TMRS RETIREMENT WITHHELD	14,241.03		
100-2110	COMPENSATED ABSENCE PAY	0.00		
100-2115	WAGES PAYABLE	31,449.00		
100-2117	UNCLAIMED PROPERTY	0.00		
100-2122	ACCRUED INTEREST PAYABLE	0.00		
100-2132	MY PARK DAY	0.00		
100-2137	PARK PET PAVERS	0.00		

100-GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
100-2138	TAX NOTES PAYABLE-SR 2020	0.00	
100-2139	DEFERRED REV-LEOSE FUNDS	6,397.28	
100-2140	VEHICLE FINANCING NOTES	(800.00)	
100-2141	ARPA DEFERRED REVENUE	0.00	
100-2249	DEFERRED REV-FIELD RENTAL	0.00	
100-2250	DEFERRED TAX REV=DELINQUENT TX	31,225.31	
100-2253	DUE TO BOND ISSUE	0.00	
100-2299	DEFERRED INFLOW - LEASE	134,603.85	
100-2300	DUE TO DRAINAGE FUND	(3,819,535.62)	
100-2301	DUE TO RCDC	17,421.13	
100-2425	BLDG & MISC DEPOSITS	0.00	
100-2600	TRAFFIC FINE RESERVE	38,576.80	
	TOTAL LIABILITIES		(3,560,899.42)
EQUITY			
100-3000	FUND BALANCE-UNAPPROPRATED	7,149,892.64	
100-3030	AMOUNT TO BE PROVIDED FOR	623,610.24	
	TOTAL BEGINNING EQUITY	7,773,502.88	
	TOTAL REVENUE	3,057,167.79	
	TOTAL EXPENSES	2,580,340.45	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	476,827.34	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		8,250,330.22
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		4,689,430.80

200-WATER FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
200-1000	CLAIM ON POOLED CASH	1,036,250.36		
200-1016	MERCHANT ACCT CASH	0.00		
200-1018	CASH - DEVELOPMENT SERVICES	1,000.00		
200-1030	TEX-POOL	71,609.22		
200-1131	NET PENSION	(44,290.00)		
200-1141	DEFERRED OUTFLOW OF RESOURCES	31,418.32		
200-1142	DEFERRED OUTFLOWS-OPEB	1,522.00		
200-1200	ACCOUNTS RECEIVABLE	102,321.16		
200-1201	ADDITIONAL RECYCLING RECEIVABL	57.64		
200-1202	MISC AR -	3,251.00		
200-1203	PREPAID EXPENSE	0.00		
200-1205	ALLOWANCE FOR UNCOLLECTIBLE	(23,980.90)		
200-1210	UNAPPLIED CREDITS	(13,378.68)		
200-1220	REFUNDS PAYABLE	164.09		
200-1240	UNAPPLIED CREDITS-AUDIT ALTERN	8,470.00		
200-1250	ALLOWANCE FOR LOSSES	0.02		
200-1251	DUE FROM VENDORS	0.00		
200-1288	UNAPPLIED CREDITS - AUDIT ALT	0.00		
200-1290	ACCT REC - PARK	(140.00)		
200-1299	ACCOUNTS REC - AUDIT ALTERNATE	0.00		
200-1300	RETURNED CHECKS RECEIVABLE	0.00		
200-1600	WATER SYSTEM	1,885,140.74		
200-1601	WATER LINE IMPROVEMENTS	1,799,149.92		
200-1605	W/WW IMP BCR	561,036.56		
200-1606	CAP IMP BACKFLOW	92,420.00		
200-1610	ACCUMULATED DEPRECIATION	(2,577,555.34)		
200-1620	EQUIPMENT	449,518.93		
200-1621	COMPUTER	1,726.00		
200-1628	ACCUM DEPREC MAINT & OFFICE	(116,319.43)		
			3,269,391.61	
	TOTAL ASSETS			3,269,391.61
LIABILITIES				
200-2000	ACCOUNTS PAYABLE POOLED	438.16		
200-2008	ACCOUNTS PAYABLE OTHER	(82,692.87)		
200-2010	HEALTH INSURANCE PAYABLE	7,226.54		
200-2012	AFLAC INSURANCE PAYABLE	5.47		
200-2015	ECONOMIC DEV SALES TAX	0.00		
200-2016	EMPLOYEE 457 CONTRIB PAYABL	0.00		
200-2020	FEDERAL WH PAYABLE	(0.96)		
200-2030	UNEMPLOYMENT TAX PAYABLE	(216.86)		
200-2035	SOC SEC/MEDICARE PAYABLE	3,502.53		
200-2060	RETIREMENT PAYOUT RESERVE	0.00		
200-2080	TMRS RETIREMENT PAYABLE	(6,592.31)		
200-2100	METER SERVICE DEPOSITS	0.00		
200-2110	COMPENSATED ABSENCE PAYABLE	20,448.20		
200-2115	WAGES PAYABLE	6,581.00		

200-WATER FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
200-2120	BONDS PAYABLE-SR2014 WTR IMP	474,075.00		
200-2121	BOND PREMIUM-SR2014 WTR IMPRV	22,975.76		
200-2122	ACCRUED INTEREST PAYABLE	1,322.99		
200-2123	GOVERNMENT CAPITAL LEASE	8,901.38		
200-2124	METERS LOAN PAYABLE	275,723.09		
200-2125	2025 LOAN PAYABLE	16,309.00		
200-2128	DUE TO VENDORS	0.00		
200-2140	DEFERRED INFLOWS OF RESOURCES	16,445.00		
200-2142	RES STORM DISCHA PERMIT-ZONE 8	3,186.00		
200-2145	OPEB LIABILITY	11,634.00		
200-2310	DUE TO MERCHANT ACCOUNT	137.57		
200-2400	CUSTOMER DEPOSITS PAYABLE	187,495.00		
200-2401	CUST DEPOSITS -AUDIT ALTERNATE	(8,800.00)		
200-2425	BLDG & MISC DEPOSITS	1,750.00		
	TOTAL LIABILITIES		959,853.69	
EQUITY				
200-3000	FUND BALANCE-UNAPPROPRATED	982,681.02		
200-3600	INVEST IN FA NET RELATED DEBT	1,256,765.70		
	TOTAL BEGINNING EQUITY	2,239,446.72		
	TOTAL REVENUE	935,287.44		
	TOTAL EXPENSES	865,196.24		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	70,091.20		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		2,309,537.92	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			3,269,391.61

301-STREET MAINTENANCE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
301-1000	CLAIM ON POOLED CASH	564,817.91		
301-1350	SALES TAX RECEIVABLE	24,364.34		
			589,182.25	
	TOTAL ASSETS			589,182.25
LIABILITIES				
301-2000	ACCOUNTS PAYABLE POOLED	0.00		
301-2060	RETIREMENT PAYOUT RESERVE	0.00		
301-2140	VEHICLE FINANCING NOTES	0.00		
	TOTAL LIABILITIES		0.00	
EQUITY				
301-3000	FUND BALANCE-UNAPPROPRATED	579,402.34		
	TOTAL BEGINNING EQUITY	579,402.34		
	TOTAL REVENUE	157,845.05		
	TOTAL EXPENSES	148,065.14		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	9,779.91		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		589,182.25	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			589,182.25

310-COURT SECURITY FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
310-1000	CLAIM ON POOLED CASH	20,860.90		
			20,860.90	
	TOTAL ASSETS			20,860.90
LIABILITIES				
310-2000	ACCOUNTS PAYABLE POOLED	0.00		
310-2008	ACCOUNTS PAYABLE - OTHER	0.00		
310-2050	APPEARANCE BOND RESERVE	0.00		
310-2060	RETIREMENT PAYOUT RESERVE	0.00		
310-2140	VECHICLE FINANCING NOTES	0.00		
	TOTAL LIABILITIES		0.00	
EQUITY				
310-3000	UNAPPROPRIATED FUND BALANCE	3,685.92		
310-3450	RESERVE FOR COURT TECHNOLOGY	8,033.47		
310-3451	RESERVE FOR COURT SECURITY	6,192.55		
	TOTAL BEGINNING EQUITY	17,911.94		
	TOTAL REVENUE	3,507.96		
	TOTAL EXPENSES	559.00		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	2,948.96		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		20,860.90	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			20,860.90

320-COURT TECHNOLOGY FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
320-1000	CLAIM ON POOLED CASH	3,601.64		
			3,601.64	
	TOTAL ASSETS			3,601.64
LIABILITIES				
320-2000	ACCOUNTS PAYABLE POOLED	0.00		
320-2008	ACCOUNTS PAYABLE OTHER	0.00		
320-2050	APPEARANCE BOND RESERVE	0.00		
320-2060	RETIREMENT PAYOUT RESERVE	0.00		
320-2140	VEHICLE FINANCING NOTES	0.00		
	TOTAL LIABILITIES		0.00	
EQUITY				
320-3450	FUND BALNCE - COURT TECH	5,935.24		
	TOTAL BEGINNING EQUITY	5,935.24		
	TOTAL REVENUE	2,869.22		
	TOTAL EXPENSES	5,202.82		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	(2,333.60)		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		3,601.64	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			3,601.64

330-COURT EFFICIENCY FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
330-1000	CLAIM ON POOLED CASH	8.33		
			8.33	
	TOTAL ASSETS			8.33
LIABILITIES				
330-2000	ACCOUNTS PAYABLE POOLED	0.00		
330-2060	RETIREMENT PAYOUT RESERVE	0.00		
330-2140	VEHICLE FINANCING NOTES	0.00		
	TOTAL LIABILITIES		0.00	
EQUITY				
330-3000	FUND BALANCE-UNAPPROPRATED	8.33		
	TOTAL BEGINNING EQUITY	8.33		
	TOTAL REVENUE	0.00		
	TOTAL EXPENSES	0.00		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	0.00		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		8.33	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			8.33

430-DEBT SERVICE FUND 2014

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
430-1000	CLAIM ON POOLED CASH	175,248.61		
430-1007	CASH-DS SR2014 GO STREETS	(1.34)		
430-1009	CASH-DS SR2014 WATER IMPROV	1.34		
430-1206	ALLOWANCE FOR DOUBTFUL COLL	(3,930.22)		
430-1230	TAXES RECEIVABLE	34,963.09		
			206,281.48	
	TOTAL ASSETS			206,281.48
LIABILITIES				
430-2000	ACCOUNTS PAYABLE POOLED	0.00		
430-2060	Retirement Payout Reserve	0.00		
430-2140	Vehicle Financing Notes	0.00		
430-2250	DEFERRED TAX REV-DELINQUENT TX	31,032.87		
	TOTAL LIABILITIES		31,032.87	
EQUITY				
430-3000	FUND BALANCE-UNAPPROPRATED	2,190.52		
	TOTAL BEGINNING EQUITY	2,190.52		
	TOTAL REVENUE	198,458.09		
	TOTAL EXPENSES	25,400.00		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	173,058.09		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		175,248.61	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			206,281.48

450-DEBT SERVICE FUND 2019

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
450-1000	CLAIM ON POOLED CASH	571,868.44		
			571,868.44	
	TOTAL ASSETS			571,868.44
LIABILITIES				
450-2000	ACCOUNTS PAYABLE POOLED	0.00		
450-2060	Retirement Payout Reserve	0.00		
450-2140	Vehicle Financing Notes	0.00		
	TOTAL LIABILITIES		0.00	
EQUITY				
450-3000	FUND BALANCE-UNAPPROPRATED	(373.25)		
	TOTAL BEGINNING EQUITY	(373.25)		
	TOTAL REVENUE	700,466.69		
	TOTAL EXPENSES	128,225.00		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	572,241.69		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		571,868.44	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			571,868.44

CITY OF ROLLINGWOOD
BALANCE SHEET
AS OF: MAY 31ST, 2026

460-DEBT SERVICE FUND 2020

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
460-1000	CLAIM ON POOLED CASH	311,397.85		
			311,397.85	
	TOTAL ASSETS			311,397.85
LIABILITIES				
460-2000	ACCOUNTS PAYABLE POOLED	0.00		
460-2060	Retirement Payout Reserve	0.00		
460-2140	Vehicle Financing Notes	0.00		
	TOTAL LIABILITIES		0.00	
EQUITY				
460-3000	FUND BALANCE-UNAPPROPRATED	1,436.41		
	TOTAL BEGINNING EQUITY	1,436.41		
	TOTAL REVENUE	315,266.44		
	TOTAL EXPENSES	5,305.00		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	309,961.44		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		311,397.85	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			311,397.85

470-DEBT SERVICE FUND 2023

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
470-1000	CLAIM ON POOLED CASH	145,666.95		
			145,666.95	
	TOTAL ASSETS			145,666.95
LIABILITIES				
470-2000	ACCOUNTS PAYABLE POOLED	0.00		
	TOTAL LIABILITIES		0.00	
EQUITY				
470-3000	FUND BALANCE - UNAPPROPRIATED	(54.15)		
	TOTAL BEGINNING EQUITY	(54.15)		
	TOTAL REVENUE	232,508.62		
	TOTAL EXPENSES	86,787.52		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	145,721.10		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		145,666.95	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			145,666.95

480-Debt Service Fund 2024

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
480-1000	CLAIM ON POOLED CASH	70,005.82		
			70,005.82	
	TOTAL ASSETS			70,005.82
LIABILITIES				
480-2000	ACCOUNTS PAYABLE POOLED	0.00		
	TOTAL LIABILITIES		0.00	
EQUITY				
480-3000	FUND BALANCE - UNAPPROPRIATED	(1,965.17)		
	TOTAL BEGINNING EQUITY	(1,965.17)		
	TOTAL REVENUE	105,995.99		
	TOTAL EXPENSES	34,025.00		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	71,970.99		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		70,005.82	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			70,005.82

701-CAPITAL PROJECTS FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
701-1000	CLAIM ON POOLED CASH	91,441.50		
701-1019	CASH - 2023-2024 BOND ISSUE	457,976.96		
701-1200	DUE FROM GENERAL FUND	0.00		
701-1601	WATER LINE IMPROVEMENTS	2,597,514.39		
701-1614	CONSTRUCTION IN PROGRESS	642,858.26		
			3,789,791.11	
	TOTAL ASSETS			3,789,791.11
LIABILITIES				
701-2000	ACCOUNTS PAYABLE POOLED	0.00		
701-2008	YEAR-END ACCOUINTS PAYABLE	183,552.74		
701-2009	RETAINAGE PAYABLE	155,398.43		
701-2060	Retirement Payout Reserve	0.00		
701-2120	BONDS PAYABLE-SR2023 WTR IMPR	3,765,000.00		
701-2121	BOND PREMIUM-SR2023 WTR IMPR	189,127.95		
701-2122	BOND INT PAYBLE-SR2023 WTR IMP	20,068.83		
701-2140	Vehicle Financing Notes	0.00		
701-2223	BOND PREMIUM-SR2024 WTR IMPRV	96,638.65		
701-2224	BOND PAYABLE-SR2024 WTR IMPRV	1,360,000.00		
	TOTAL LIABILITIES		5,769,786.60	
EQUITY				
701-3000	FUND BALANCE-UNAPPROPRATED	(417,168.22)		
	TOTAL BEGINNING EQUITY	(417,168.22)		
	TOTAL REVENUE	926.70		
	TOTAL EXPENSES	1,563,753.97		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	(1,562,827.27)		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		(1,979,995.49)	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			3,789,791.11

702-DRAINAGE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
702-1000	CLAIM ON POOLED CASH	(265,020.21)		
702-1016	MERCHANT ACCT CASH	0.00		
702-1200	DUE FROM GENERAL FUND	69,387.00		
			(195,633.21)	
	TOTAL ASSETS			(195,633.21)
LIABILITIES				
702-2000	ACCOUNTS PAYABLE POOLED	0.00		
702-2008	ACCOUNTS PAYABLE - OTHER	142,045.63		
702-2009	RETAINAGE PAYABLE	85,647.45		
702-2060	Retirement Payout Reserve	0.00		
702-2140	Vehicle Financing Notes	0.00		
702-2141	RES STORM DISCHA PERMIT-ZONE 7	0.00		
702-2143	RES STORM DISCHA PERMIT-ZONE 1	3,500.00		
702-2144	RES STORM DISCHA PERMIT-ZONE 4	37,384.00		
	TOTAL LIABILITIES		268,577.08	
EQUITY				
702-3000	FUND BALANCE-UNAPPROPRATED	(1,977,976.92)		
702-3030	AMOUNT TO BE PROVIDED FOR	1,944,461.31		
	TOTAL BEGINNING EQUITY	(33,515.61)		
	TOTAL REVENUE	19,801.00		
	TOTAL EXPENSES	450,495.68		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	(430,694.68)		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		(464,210.29)	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			(195,633.21)

800-WASTE WATER FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
800-1000	CLAIM ON POOLED CASH	(61,302.59)		
800-1030	TEX-POOL	358,981.01		
800-1031	NET PENSION	(47,059.00)		
800-1130	PREPAID EXPENSE	109,701.60		
800-1141	DEFERRED OUTFLOW OF RESOURCES	33,382.32		
800-1142	DEFERRED OUTFLOWS-OPEB	1,617.00		
800-1200	ACCOUNTS RECEIVABLE	89,707.45		
800-1203	PREPAID EXPENSE	1.00		
800-1205	ALLOWANCE FOR UNCOLLECTIBLE	(7,572.92)		
800-1213	MIRA VISTA PUD LIVE OAK	1,611.94		
800-1215	OTHER RECEIVABLES (WATER)	2,437.31		
800-1216	MIRA VISTA PUD RECEIVABLE	2,212.69		
800-1217	CENCOR PUD RECEIVABLE	2,292.65		
800-1218	ENDEAVOR PUD RECEIVABLE	9,414.64		
800-1219	RESTITUTION RECEIVABLE	921.33		
800-1290	ACCT REC - PARK	0.00		
800-1299	ACCOUNTS REC - AUDIT ALTERNATE	0.00		
800-1611	ACCUM DEPREC - BUILDING	(10,320.00)		
800-1612	ACCUMULATED DEPRECIATION	(16,726.96)		
800-1614	CONSTRUCTION IN PROGRESS	0.00		
800-1615	LINE IMPROVEMENTS	194,039.50		
800-1616	WASTEWATER SYSTEM	12,530,561.83		
800-1620	EQUIPMENT	587,827.95		
800-1628	ACCUM DEPREC = MAINT & OFFICE	(4,269,717.97)		
800-1630	ACCUM DEPREC - EQUIPMENT	(146,652.00)		
800-1710	SBITA ASSET	120,434.13		
800-1721	LAND IMPROVEMENTS	43,000.00		
			9,528,792.91	
	TOTAL ASSETS			9,528,792.91
LIABILITIES				
800-2000	ACCOUNTS PAYABLE POOLED	0.00		
800-2008	ACCOUNTS PAYABLE OTHER	1,022.90		
800-2010	HEALTH INSURANCE PAYABLE	11,386.39		
800-2012	AFLAC INSURANCE PAYABLE	0.00		
800-2016	EMPLOYEE 457 CONTRIB PAYABL	0.00		
800-2020	FEDERAL WH PAYABLE	(563.40)		
800-2030	UNEMPLOYMENT TAX PAYABLE	(540.96)		
800-2035	SOC SEC/MEDICARE PAYABLE	1,125.07		
800-2060	RETIREMENT PAYOUT RESERVE	0.00		
800-2070	Televising / Smoke Testing Res	0.00		
800-2080	TMRS RETIREMENT PAYABLE	(6,592.31)		
800-2090	DEPERRED REV- PAVING ASSESS	0.00		
800-2091	DEFERRED REVENUE-PAVING ASSES	0.00		
800-2110	COMPENSATED ABSENCE PAYABLE	20,448.20		
800-2115	WAGES PAYABLE	6,581.00		
800-2120	SBITA LIABILITY	104,492.50		

800-WASTE WATER FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
800-2122	ACCRUED INTEREST PAYABLE	21,337.17		
800-2124	BONDS PAYABLE-SR2012A	0.00		
800-2125	METERS LOAN PAYABLE	275,723.09		
800-2126	2025 LOAN PAYABLE	16,309.00		
800-2135	BONDS PAYABLE-2019 REFUNDING	8,060,000.00		
800-2136	BOND PREMIUM-2019 REFUNDING	382,611.53		
800-2140	DEFERRED INFLOWS OF RESOURCES	17,475.00		
800-2142	RES STORM DISCHA PERMIT-ZONE 8	3,385.00		
800-2145	OPEB LIABILITY	12,361.00		
	TOTAL LIABILITIES		8,926,561.18	
EQUITY				
800-3000	FUND BALANCE-UNAPPROPRATED	672,776.05		
800-3030	AMOUNT TO BE PROVIDED FOR	(105,000.00)		
800-3451	RESERVE FOR COURT SECURITY	(137,476.19)		
800-3600	INVEST IN FA NET RELATED DEBT	136,933.00		
	TOTAL BEGINNING EQUITY	567,232.86		
	TOTAL REVENUE	749,690.95		
	TOTAL EXPENSES	714,692.08		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	34,998.87		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		602,231.73	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			9,528,792.91

2025-2026

CITY OF ROLLINGWOOD
MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF 05/30/2026, 67% OF FISCAL YEAR

REVENUE STATUS & COMPARISON TO PRIOR YEAR

	CURRENT YEAR: EST. REVENUE	YTD	PERCENT	PRIOR YEAR: YTD	CURRENT YR COMPARED TO PY YR
CURRENT PROPERTY TAXES	$ 1,766,211	$ 1,740,931	99%	$ 1,640,948	106%
TELECOM TAXES	$ 15,000	$ 12,069	80%	$ 11,426	106%
4-B SALES TAX	$ 200,000	$ 157,546	79%	$ 150,610	105%
CITY SALES TAX	$ 800,000	$ 630,183	79%	$ 602,438	105%
ELECTRIC UTILITY FRANCHISE FEE	$ 100,000	$ 84,042	84%	$ 89,461	94%
BUILDING PERMIT FEES	$ 63,250	$ 79,873	126%	$ 54,330	147%
COURT FINES	$ 59,150	$ 75,192	127%	$ 53,103	142%
WATER SALES	$ 1,253,500	$ 932,772	74%	$ 962,122	97%
STREET SALES TAX	$ 200,000	$ 157,546	79%	$ 150,610	105%
PROPERTY TAX-DEBT SERVICE 2014	$ 200,400	$ 198,458	99%	$ 198,400	100%
PROPERTY TAX-DEBT SERVICE 2019	$ 711,050	$ 700,467	99%	$ 699,303	100%
PROPERTY TAX-DEBT SERVICE 2020	$ 316,610	$ 315,266	100%	$ 310,397	102%
PROPERTY TAX-DEBT SERVICE 2023	$ 233,175	$ 232,509	100%	$ 228,016	102%
PROPERTY TAX-DEBT SERVICE 2024	$ 107,650	$ 105,996	98%	$ 105,824	100%
WASTEWATER REVENUES	$ 903,500	$ 665,884	74%	$ 593,884	112%
PUD SURCHARGE	$ 98,160	$ 65,436	67%	$ 63,142	104%

BUDGET STATUS & COMPARISON TO PRIOR YEAR

	CURRENT YEAR: BUDGET	YTD	PERCENT	YTD	CURRENT YR COMPARED TO PY YR
GENERAL FUND:					
REVENUE	$ 3,852,195	$ 3,057,168	79%	$ 2,799,325	109%
EXPENDITURES	$ 4,302,318	$ 2,580,340	60%	$ 1,809,990	143%
WATER FUND:					
REVENUE	$ 1,255,500	$ 935,287	74%	$ 964,807	97%
EXPENDITURES	$ 1,713,000	$ 865,196	51%	$ 783,691	110%
STREET MAINTENANCE FUND:					
REVENUE	$ 200,250	$ 157,845	79%	$ 150,869	105%
EXPENDITURES	$ 451,828	$ 148,065	33%	$ 71,352	208%
COURT SECURITY FUND:					
REVENUE	$ 2,600	$ 3,508	135%	$ 2,459	143%
EXPENDITURES	$ 1,625	$ 559	34%	$ 130	430%
COURT TECHNOLOGY FUND:					
REVENUE	$ 1,600	$ 2,869	179%	$ 2,011	143%
EXPENDITURES	$ 5,000	$ 5,203	104%	$ 4,509	115%
COURT EFFICIENCY FUND:					
REVENUE	$ 100	$ -	0%	$ -	#DIV/0!
EXPENDITURES	$ 100	$ -	0%	$ -	#DIV/0!
DEBT SERVICE FUND - 2014:					
REVENUE	$ 201,300	$ 198,458	99%	$ 198,400	100%
EXPENDITURES	$ 200,800	$ 25,400	13%	$ 27,575	92%
DEBT SERVICE FUND - 2019:					
REVENUE	$ 712,450	$ 700,467	98%	$ 699,303	100%
EXPENDITURES	$ 711,450	$ 128,225	18%	$ 137,025	94%
DEBT SERVICE FUND - 2020:					
REVENUE	$ 316,810	$ 315,266	100%	$ 310,397	102%
EXPENDITURES	$ 315,810	$ 5,305	2%	$ 7,780	68%
DEBT SERVICE FUND - 2023:					
REVENUE	$ 231,075	$ 232,509	101%	$ 228,016	102%
EXPENDITURES	$ 233,575	$ 86,788	37%	$ 88,713	98%
DEBT SERVICE FUND - 2024:					
REVENUE	$ 108,250	$ 105,996	98%	$ 105,824	100%
EXPENDITURES	$ 108,050	$ 34,025	31%	$ 37,971	90%
CAPITAL PROJECTS FUND:					
REVENUE	$ 1,000	$ 927	93%	$ 2,302	40%
EXPENDITURES	$ 2,124,325	$ 1,563,754	74%	$ 887,629	176%
DRAINAGE FUND:					
REVENUE	$ 40,900	$ 19,801	48%	$ 19,299	103%
EXPENDITURES	$ 1,021,500	$ 450,496	44%	$ 813,430	55%
WASTE WATER FUND:					
REVENUE	$ 1,026,054	$ 749,691	73%	$ 676,716	111%
EXPENDITURES	$ 1,296,738	$ 714,692	55%	$ 667,560	107%

100-GENERAL FUND
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
ADMINISTRATION	3,167,136.00	126,141.62	2,743,347.82	86.62	423,788.18
DEVELOPMENT SERVICES	63,250.00	7,929.78	79,873.23	126.28	(16,623.23)
SANITATION	250.00	57.64	461.12	184.45	(211.12)
UTILITY BILLING	134,500.00	0.00	0.00	0.00	134,500.00
STREETS	382,959.00	21,142.83	148,065.14	38.66	234,893.86
POLICE	2,250.00	0.00	2,443.62	108.61	(193.62)
COURT	61,650.00	8,374.00	75,191.86	121.97	(13,541.86)
PARK DEPARTMENT	40,200.00	1,095.00	7,785.00	19.37	32,415.00
PUBLIC WORKS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	3,852,195.00	164,740.87	3,057,167.79	79.36	795,027.21
EXPENDITURE SUMMARY					
ADMINISTRATION	678,353.71	69,070.48	508,717.28	74.99	169,636.43
DEVELOPMENT SERVICES	266,728.00	17,269.32	113,080.93	42.40	153,647.07
SANITATION	181,750.00	13,764.93	116,392.87	64.04	65,357.13
UTILITY BILLING	139,212.00	10,009.41	87,981.12	63.20	51,230.88
STREETS	656,731.00	8,794.69	501,171.88	76.31	155,559.12
POLICE	2,087,143.00	102,878.12	1,040,775.06	49.87	1,046,367.94
COURT	108,393.00	5,986.74	88,914.84	82.03	19,478.16
PARK DEPARTMENT	141,257.00	8,752.53	100,354.49	71.04	40,902.51
PUBLIC WORKS	42,750.00	1,612.23	22,951.98	53.69	19,798.02
TOTAL EXPENDITURES	4,302,317.71	238,138.45	2,580,340.45	59.98	1,721,977.26
REVENUES OVER/(UNDER) EXPENDITURES	(450,122.71)	(73,397.58)	476,827.34		(926,950.05)

100-GENERAL FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
ADMINISTRATION					
TAXES					
100-4-10-4000 CURRENT PROPERTY TAXES	1,766,211.00	0.00	1,740,931.38	98.57	25,279.62
100-4-10-4020 PENALTY & INTEREST ON TAXES	5,000.00	0.00	8,106.90	162.14	(3,106.90)
100-4-10-4030 GROSS RECEIPTS TAX (GAS)	25,000.00	19,718.71	28,876.51	115.51	(3,876.51)
100-4-10-4035 TELECOMMUNICATIONS TAX	15,000.00	3,090.51	12,069.42	80.46	2,930.58
100-4-10-4036 MIXED BEVERAGE TAX	6,000.00	582.42	4,474.40	74.57	1,525.60
100-4-10-4037 4-B SALES TAX	200,000.00	20,158.34	157,545.65	78.77	42,454.35
100-4-10-4040 CITY SALES TAX	800,000.00	80,633.36	630,182.71	78.77	169,817.29
100-4-10-4050 FRANCHISE TAX (CABLE TV)	2,500.00	380.10	1,727.08	69.08	772.92
100-4-10-4051 ELECT UTIL FRANCHISE FEE	100,000.00	0.00	84,042.33	84.04	15,957.67
TOTAL TAXES	2,919,711.00	124,563.44	2,667,956.38	91.38	251,754.62
CHARGE FOR SERVICES					
100-4-10-4209 RCDC ADMINISTRATION FEES	72,000.00	0.00	0.00	0.00	72,000.00
100-4-10-4236 WATER FUND ADMIN FEE	62,775.00	0.00	0.00	0.00	62,775.00
100-4-10-4237 WASTEWATER FD ADMIN FEE	45,000.00	0.00	0.00	0.00	45,000.00
TOTAL CHARGE FOR SERVICES	179,775.00	0.00	0.00	0.00	179,775.00
LICENSE & PERMITS					
100-4-10-4316 SOLICITAION PERMIT FEES	100.00	0.00	0.00	0.00	100.00
TOTAL LICENSE & PERMITS	100.00	0.00	0.00	0.00	100.00
INVESTMENT INCOME					
100-4-10-4400 INTEREST INCOME	10,000.00	1,170.85	9,489.58	94.90	510.42
100-4-10-4401 INTEREST INCOME - CHECKING	1,500.00	404.54	2,829.53	188.64	(1,329.53)
100-4-10-4405 INTEREST INCOME - TAX NOTES	500.00	2.79	100.75	20.15	399.25
TOTAL INVESTMENT INCOME	12,000.00	1,578.18	12,419.86	103.50	(419.86)
MISCELLANEOUS REVENUE					
100-4-10-4540 MISCELLANEOUS RECEIPTS	50.00	0.00	7,604.41	5,208.82	(7,554.41)
100-4-10-4565 GRANT REVENUES	0.00	0.00	0.00	0.00	0.00
100-4-10-4566 OPIOD SETTLEMENT DISTRIBUTION	500.00	0.00	367.17	73.43	132.83
100-4-10-4578 PROCEEDS FROM CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	550.00	0.00	7,971.58	1,449.38	(7,421.58)
OTHER REVENUE					
100-4-10-4700 UNEXPENDED BALANCE TRANSFER	0.00	0.00	0.00	0.00	0.00
100-4-10-4710 OTHER FINANCING SOURCE-VEH LOA	0.00	0.00	0.00	0.00	0.00
100-4-10-4738 ACL REVENUES	55,000.00	0.00	55,000.00	100.00	0.00
TOTAL OTHER REVENUE	55,000.00	0.00	55,000.00	100.00	0.00
TOTAL ADMINISTRATION	3,167,136.00	126,141.62	2,743,347.82	86.62	423,788.18

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

100-GENERAL FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEVELOPMENT SERVICES					
CHARGE FOR SERVICES					
100-4-15-4210 BOARD OF ADJUSTMENT FEES	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGE FOR SERVICES	0.00	0.00	0.00	0.00	0.00
LICENSE & PERMITS					
100-4-15-4301 TREE REMOVAL AND REPLACEMENT	2,500.00	150.00	4,325.00	173.00	(1,825.00)
100-4-15-4302 INSPECTIONS	30,000.00	1,650.00	22,350.00	74.50	7,650.00
100-4-15-4303 BUILDING FEES	25,000.00	4,936.00	41,476.37	165.91	(16,476.37)
100-4-15-4304 ZONING CHANGE	0.00	0.00	0.00	0.00	0.00
100-4-15-4305 SIGN FEES	250.00	0.00	250.00	100.00	0.00
100-4-15-4306 EMERGENCY & UTILITIES PERMITS	0.00	0.00	0.00	0.00	0.00
100-4-15-4307 APPLICATION FILING FEE	500.00	90.00	780.00	156.00	(280.00)
100-4-15-4308 PUBLISH / NOTICE FEE	1,000.00	0.00	0.00	0.00	1,000.00
100-4-15-4309 CONSTRUCTION ROW PERMIT	0.00	0.00	0.00	0.00	0.00
100-4-15-4310 PLAT FEES	0.00	0.00	0.00	0.00	0.00
100-4-15-4311 VARIANCE FEES	0.00	0.00	0.00	0.00	0.00
100-4-15-4312 CERTIFICATE OF OCCUPANCY	1,500.00	300.00	3,600.00	240.00	(2,100.00)
100-4-15-4313 ELEVATION AND HEIGHT ELEVATION	2,500.00	500.00	5,000.00	200.00	(2,500.00)
TOTAL LICENSE & PERMITS	63,250.00	7,626.00	77,781.37	122.97	(14,531.37)
MISCELLANEOUS REVENUE					
100-4-15-4526 CREDIT-DEBIT CARD FEES	0.00	303.78	2,091.86	0.00	(2,091.86)
TOTAL MISCELLANEOUS REVENUE	0.00	303.78	2,091.86	0.00	(2,091.86)
TOTAL DEVELOPMENT SERVICES	63,250.00	7,929.78	79,873.23	126.28	(16,623.23)
SANITATION					
UTILITY REVENUE					
100-4-20-4620 ADDITIONAL RECYCLING CHARGE	250.00	57.64	461.12	184.45	(211.12)
TOTAL UTILITY REVENUE	250.00	57.64	461.12	184.45	(211.12)
TOTAL SANITATION	250.00	57.64	461.12	184.45	(211.12)
UTILITY BILLING					
MISCELLANEOUS REVENUE					
100-4-25-4579 WATER REVENUE-TRANSFER IN	67,250.00	0.00	0.00	0.00	67,250.00
100-4-25-4580 WASTEWATER REV-TRANSFER IN	67,250.00	0.00	0.00	0.00	67,250.00
TOTAL MISCELLANEOUS REVENUE	134,500.00	0.00	0.00	0.00	134,500.00
TOTAL UTILITY BILLING	134,500.00	0.00	0.00	0.00	134,500.00

100-GENERAL FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
STREETS					
OTHER REVENUE					
100-4-30-4721 TRANSFER FROM STREET MAINT	382,959.00	21,142.83	148,065.14	38.66	234,893.86
100-4-30-4722 UUNEXPENDED BALANCE TRANSFER	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	382,959.00	21,142.83	148,065.14	38.66	234,893.86
TOTAL STREETS	382,959.00	21,142.83	148,065.14	38.66	234,893.86
POLICE					
MISCELLANEOUS REVENUE					
100-4-40-4542 POLICE MISCELLANEOUS REVENUE	250.00	0.00	195.00	78.00	55.00
100-4-40-4558 VEHICLE OPERATIONS	500.00	0.00	0.00	0.00	500.00
100-4-40-4567 LEOSE FUNDS	1,500.00	0.00	2,248.62	149.91	(748.62)
TOTAL MISCELLANEOUS REVENUE	2,250.00	0.00	2,443.62	108.61	(193.62)
TOTAL POLICE	2,250.00	0.00	2,443.62	108.61	(193.62)
COURT					
COURT REVENUE					
100-4-50-4100 COURT FINES	50,000.00	5,990.39	57,286.21	114.57	(7,286.21)
100-4-50-4101 COLLECTION AGENCY FEES	1,000.00	140.67	1,178.94	117.89	(178.94)
100-4-50-4105 MUNI COURT BLDG SECURITY	0.00	0.00	0.00	0.00	0.00
100-4-50-4110 ADMINISTRATIVE COURT FEES	4,000.00	1,078.90	7,740.28	193.51	(3,740.28)
100-4-50-4127 DRIVER SAFETY COURSE ADM FEE	100.00	0.00	0.00	0.00	100.00
100-4-50-4128 TRUANCY PREVENTION FUND	2,500.00	494.40	3,575.59	143.02	(1,075.59)
100-4-50-4155 CHILD SAFETY REVENUE	1,500.00	152.98	1,295.24	86.35	204.76
100-4-50-4190 TRUANCY PREVENTION & DIVERSI	0.00	0.00	0.00	0.00	0.00
100-4-50-4191 MUNICIPAL COURT TECHNOLOGY	0.00	0.00	0.00	0.00	0.00
100-4-50-4192 MUNICIPAL JURY FUND	50.00	9.83	71.08	142.16	(21.08)
TOTAL COURT REVENUE	59,150.00	7,867.17	71,147.34	120.28	(11,997.34)
MISCELLANEOUS REVENUE					
100-4-50-4526 CREDIT-DEBIT CARD FEES	2,500.00	506.83	4,044.52	161.78	(1,544.52)
100-4-50-4540 MISCELLANEOUS RECEIPTS	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	2,500.00	506.83	4,044.52	161.78	(1,544.52)
TOTAL COURT	61,650.00	8,374.00	75,191.86	121.97	(13,541.86)

100-GENERAL FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PARK DEPARTMENT					
LICENSE & PERMITS					
100-4-55-4319 COMMERCIAL PARK PERMITS	5,000.00	1,055.00	6,070.00	121.40	(1,070.00)
100-4-55-4320 FIELD LEASE	35,000.00	0.00	0.00	0.00	35,000.00
TOTAL LICENSE & PERMITS	40,000.00	1,055.00	6,070.00	15.18	33,930.00
INVESTMENT INCOME					
100-4-55-4400 INTEREST INCOME - LEASES	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUE					
100-4-55-4523 DONATIONS-COMM EDUC GARGEN	100.00	0.00	0.00	0.00	100.00
100-4-55-4555 DONATIONS - PARK	100.00	20.00	20.00	20.00	80.00
100-4-55-4556 DONATIONS-FRIENDS OF THE PARK	0.00	20.00	1,695.00	0.00	(1,695.00)
TOTAL MISCELLANEOUS REVENUE	200.00	40.00	1,715.00	857.50	(1,515.00)
TOTAL PARK DEPARTMENT	40,200.00	1,095.00	7,785.00	19.37	32,415.00
PUBLIC WORKS					
MISCELLANEOUS REVENUE					
100-4-65-4565 GRANT REVENUES	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE					
100-4-65-4700 UNEXPENDED BALANCE TRANSFER	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL PUBLIC WORKS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	3,852,195.00	164,740.87	3,057,167.79	79.36	795,027.21

100-GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
ADMINISTRATION					
PERSONNEL					
100-5-10-5000 SALARY	109,293.00	8,345.58	73,271.55	67.04	36,021.45
100-5-10-5002 HOLIDAY COMPENSATION	7,500.00	0.00	7,500.06	100.00	(0.06)
100-5-10-5006 OVERTIME/PLANNED OVERTIME	0.00	0.00	0.00	0.00	0.00
100-5-10-5007 STIPENDS/CERTIFICATIONS	4,500.00	386.58	2,899.43	64.43	1,600.57
100-5-10-5009 RETIREMENT PAYOUT RESERVE	15,000.00	0.00	0.00	0.00	15,000.00
100-5-10-5010 TRAINING / TEAM BUILDING	10,000.00	2,056.30	10,119.92	101.20	(119.92)
100-5-10-5020 HEALTH INSURANCE	11,520.16	650.08	12,612.59	109.48	(1,092.43)
100-5-10-5030 WORKERS COMP INSURANCE	2,215.55	0.00	2,214.55	99.95	1.00
100-5-10-5035 SOCIAL SECURITY/MEDICARE	9,279.00	619.04	6,337.44	68.30	2,941.56
100-5-10-5040 UNEMPLOYMENT COMP INSUR	141.00	1.90	1,201.80	852.34	(1,060.80)
100-5-10-5050 TX MUNICIPAL RETIREMENT SYS	17,224.00	1,361.71	11,741.28	68.17	5,482.72
100-5-10-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	186,672.71	13,421.19	127,898.62	68.51	58,774.09
SUPPLIES & OPERATION EXP					
100-5-10-5101 FAX / COPIER	3,000.00	279.55	2,254.59	75.15	745.41
100-5-10-5103 PRINTING & REPRODUCTION	1,750.00	0.00	1,817.15	103.84	(67.15)
100-5-10-5110 POSTAGE	1,500.00	50.23	620.84	41.39	879.16
100-5-10-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
100-5-10-5115 STORM RELATED EXPENSES	0.00	0.00	1,076.27	0.00	(1,076.27)
100-5-10-5120 SUBSCRIPTIONS & MEMBERSHIPS	4,000.00	0.00	767.50	19.19	3,232.50
100-5-10-5125 TRAVEL	4,000.00	0.00	2,045.88	51.15	1,954.12
100-5-10-5140 TELEPHONE	6,500.00	407.98	2,987.89	45.97	3,512.11
100-5-10-5157 RECORDS MANAGEMENT	10,000.00	394.04	7,444.11	74.44	2,555.89
100-5-10-5158 OFFICE SUPPLIES	5,000.00	201.22	5,559.87	111.20	(559.87)
100-5-10-5198 MAINT & SUPPLIES - JANITORIAL	6,000.00	420.00	3,360.00	56.00	2,640.00
TOTAL SUPPLIES & OPERATION EXP	41,750.00	1,753.02	27,934.10	66.91	13,815.90
CONTRACTUAL SERVICES					
100-5-10-5201 COLLECTION AGENCY FEES	0.00	0.00	0.00	0.00	0.00
100-5-10-5204 LEGAL SERVICES - MOPAC	0.00	0.00	0.00	0.00	0.00
100-5-10-5207 LEGAL SERVICES - CODE REVIEW	0.00	0.00	0.00	0.00	0.00
100-5-10-5210 LEGAL SERVICES	70,000.00	17,845.93	50,468.34	72.10	19,531.66
100-5-10-5211 LEGAL SERVICES - TPIA	3,500.00	1,116.92	5,451.06	155.74	(1,951.06)
100-5-10-5214 EMERGENCY NOTIFICATION SYS	1,600.00	0.00	1,561.93	97.62	38.07
100-5-10-5217 PAYROLL SERVICES	9,000.00	1,250.09	6,965.18	77.39	2,034.82
100-5-10-5226 DRUG TESTING	500.00	0.00	0.00	0.00	500.00
100-5-10-5227 BILINGUAL ASSESSMENT	200.00	0.00	0.00	0.00	200.00
100-5-10-5230 AUDIT	23,000.00	0.00	24,421.79	106.18	(1,421.79)
100-5-10-5231 HEALTH FEE / TRAVIS COUNTY	1,500.00	0.00	0.00	0.00	1,500.00
100-5-10-5236 COMMUNICATIONS & OUTREACH	2,500.00	0.00	0.00	0.00	2,500.00
100-5-10-5237 TAX ASSESSMENT / COLLECTION	2,500.00	0.00	2,319.02	92.76	180.98
100-5-10-5240 INSURANCE - PROP & GEN LIAB	16,647.00	0.00	17,044.37	102.39	(397.37)
100-5-10-5250 INSURANCE - OFFICIAL LIABILITY	4,284.00	0.00	4,284.00	100.00	0.00

100-GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
100-5-10-5258 ACL EVENT	0.00	0.00	0.00	0.00	0.00
100-5-10-5260 APPRAISAL DISTRICT - T/C	17,200.00	0.00	8,896.04	51.72	8,303.96
100-5-10-5270 ENGINEERING SERVICES	20,000.00	5,117.00	39,765.75	198.83	(19,765.75)
TOTAL CONTRACTUAL SERVICES	172,431.00	25,329.94	161,177.48	93.47	11,253.52
MISCELLANEOUS OTHER EXP					
100-5-10-5300 COMPUTER SOFTWARE & SUPP	40,000.00	5,726.65	30,258.02	75.65	9,741.98
100-5-10-5301 PUBLIC MEETINGS TECHNOLOGY	11,000.00	1,228.75	9,336.55	84.88	1,663.45
100-5-10-5302 WEBSITE AND DIGITAL CODIFICATI	12,000.00	0.00	10,936.06	91.13	1,063.94
100-5-10-5303 PUBLIC INFORMATION REQUESTS	0.00	0.00	0.00	0.00	0.00
100-5-10-5309 INCODE SOFTWARE	0.00	0.00	0.00	0.00	0.00
100-5-10-5311 IT SERVICES TPIA	1,500.00	0.00	0.00	0.00	1,500.00
100-5-10-5325 ELECTION SERVICES	2,000.00	0.00	1,631.03	81.55	368.97
100-5-10-5330 ELECTION PUBLIC NOTICES	4,000.00	0.00	0.00	0.00	4,000.00
100-5-10-5331 ADVERTISING	3,500.00	0.00	1,690.00	48.29	1,810.00
100-5-10-5332 COMPREHENSIVE LR PLAN	0.00	0.00	0.00	0.00	0.00
100-5-10-5340 MISCELLANEOUS	0.00	135.61	135.61	0.00	(135.61)
100-5-10-5341 ZILKER CLUBHOUSE	1,500.00	0.00	0.00	0.00	1,500.00
100-5-10-5342 OAK WILT TREATMENT & PREVENTIO	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS OTHER EXP	75,500.00	7,091.01	53,987.27	71.51	21,512.73
CAPITAL OUTLAY					
100-5-10-5400 TRANSFER TO DRAINAGE FUND	0.00	0.00	0.00	0.00	0.00
100-5-10-5401 TRANSFER TO RCDC	0.00	0.00	0.00	0.00	0.00
100-5-10-5413 FURNITURE	1,000.00	332.49	332.49	33.25	667.51
100-5-10-5414 COMPUTERS	1,000.00	0.00	0.00	0.00	1,000.00
100-5-10-5461 TRANSFER TO WATER FUND	0.00	0.00	0.00	0.00	0.00
100-5-10-5462 TRANSFER TO STREET MAINTENANCE	0.00	0.00	0.00	0.00	0.00
100-5-10-5463 TRANSFER TO WASTEWATER	0.00	0.00	0.00	0.00	0.00
100-5-10-5464 TRANSFER TO DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
100-5-10-5465 TRANSFER TO 2023 BOND FUND	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	2,000.00	332.49	332.49	16.62	1,667.51
OTHER NON-DEPARTMENTAL					
100-5-10-5525 4B SALES TAX ALLOCATION	200,000.00	21,142.83	137,387.32	68.69	62,612.68
TOTAL OTHER NON-DEPARTMENTAL	200,000.00	21,142.83	137,387.32	68.69	62,612.68
TOTAL ADMINISTRATION	678,353.71	69,070.48	508,717.28	74.99	169,636.43
DEVELOPMENT SERVICES					
PERSONNEL					
100-5-15-5000 SALARY	89,310.00	6,243.20	53,435.21	59.83	35,874.79
100-5-15-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
100-5-15-5007 STIPENDS/CERTIFICATIONS	1,000.00	160.82	1,201.73	120.17	(201.73)
100-5-15-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
100-5-15-5010 TRAINING	1,000.00	874.44	1,992.75	199.28	(992.75)
100-5-15-5020 HEALTH INSURANCE	13,200.00	960.30	8,285.37	62.77	4,914.63

100-GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
100-5-15-5030 WORKERS COMP INSURANCE	712.00	0.00	711.82	99.97	0.18
100-5-15-5035 SOCIAL SECURITY/MEDICARE	6,909.00	489.90	4,144.97	59.99	2,764.03
100-5-15-5040 UNEMPLOYMENT COMP INSUR	123.00	1.52	60.84	49.46	62.16
100-5-15-5050 TX MUNICIPAL RETIREMENT SYS	12,824.00	909.38	12,110.67	94.44	713.33
100-5-15-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	125,078.00	9,639.56	81,943.36	65.51	43,134.64
SUPPLIES & OPERATION EXP					
100-5-15-5101 FAX / COPIER	100.00	0.00	0.00	0.00	100.00
100-5-15-5103 PRINTING & REPRODUCTION	2,400.00	1,474.15	1,549.32	64.56	850.68
100-5-15-5110 POSTAGE	500.00	50.23	251.15	50.23	248.85
100-5-15-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
100-5-15-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00	0.00
100-5-15-5120 SUBSCRIPTIONS & MEMBERSHIPS	500.00	0.00	0.00	0.00	500.00
100-5-15-5125 TRAVEL	1,000.00	0.00	393.76	39.38	606.24
100-5-15-5140 TELEPHONE	1,100.00	72.40	533.01	48.46	566.99
100-5-15-5153 CREDIT CARD SERVICES	5,500.00	598.31	4,656.88	84.67	843.12
100-5-15-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-15-5158 OFFICE SUPPLIES	200.00	0.00	101.17	50.59	98.83
100-5-15-5161 TREE SERVICES	0.00	0.00	0.00	0.00	0.00
100-5-15-5180 SIGNS AND BARRICADES	200.00	0.00	0.00	0.00	200.00
100-5-15-5198 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES & OPERATION EXP	11,500.00	2,195.09	7,485.29	65.09	4,014.71
CONTRACTUAL SERVICES					
100-5-15-5200 BUILDING INSPECTION SERVICE	35,000.00	2,620.00	18,825.00	53.79	16,175.00
100-5-15-5201 TECH AND GIS SERVICES	0.00	0.00	0.00	0.00	0.00
100-5-15-5202 PUBLISH / NOTICE SERVICES	0.00	0.00	0.00	0.00	0.00
100-5-15-5210 LEGAL SERVICES	8,000.00	366.28	1,370.17	17.13	6,629.83
100-5-15-5234 CROSSROADS M&O REPAIRS	0.00	0.00	(18,144.50)	0.00	18,144.50
100-5-15-5251 BUILDING PLAN REVIEWS	10,000.00	500.00	3,155.00	31.55	6,845.00
100-5-15-5252 ZONING REVIEWS	10,000.00	474.00	5,447.50	54.48	4,552.50
100-5-15-5253 ARBORIST CONSULTATION	1,000.00	162.38	162.38	16.24	837.62
100-5-15-5254 ROW PERMIT REVIEW	5,000.00	0.00	0.00	0.00	5,000.00
100-5-15-5257 MY PERMIT NOW	1,500.00	99.00	1,259.00	83.93	241.00
100-5-15-5270 ENGINEERING SERVICES	20,000.00	294.00	5,524.00	27.62	14,476.00
100-5-15-5271 INTERIM DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00	0.00
100-5-15-5272 PROFESSIONAL CONSULTATION	20,000.00	462.00	781.50	3.91	19,218.50
100-5-15-5273 ELEVATION AND HEIGHT VERIFICAT	10,000.00	0.00	2,000.00	20.00	8,000.00
100-5-15-5274 SURVEY BENCHMARK NETWORK M&O	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL CONTRACTUAL SERVICES	125,500.00	4,977.66	20,380.05	16.24	105,119.95
MISCELLANEOUS OTHER EXP					
100-5-15-5300 COMPUTER SOFTWARE & SUPPORT	3,650.00	457.01	2,621.73	71.83	1,028.27
100-5-15-5331 ADVERTISING	1,000.00	0.00	650.50	65.05	349.50
TOTAL MISCELLANEOUS OTHER EXP	4,650.00	457.01	3,272.23	70.37	1,377.77
TOTAL DEVELOPMENT SERVICES	266,728.00	17,269.32	113,080.93	42.40	153,647.07

100-GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
SANITATION					
CONTRACTUAL SERVICES					
100-5-20-5270 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00
100-5-20-5286 SPRING CLEAN-UP	1,000.00	0.00	0.00	0.00	1,000.00
100-5-20-5287 STORM DEBRIS AND CLEAN-UP	7,500.00	0.00	0.00	0.00	7,500.00
100-5-20-5288 LANDSCAPE REMEDIATION	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL CONTRACTUAL SERVICES	18,500.00	0.00	0.00	0.00	18,500.00
MISCELLANEOUS OTHER EXP					
100-5-20-5370 WASTE & DISPOSAL SERVICE	163,250.00	13,764.93	116,392.87	71.30	46,857.13
TOTAL MISCELLANEOUS OTHER EXP	163,250.00	13,764.93	116,392.87	71.30	46,857.13
TOTAL SANITATION	181,750.00	13,764.93	116,392.87	64.04	65,357.13
UTILITY BILLING					
PERSONNEL					
100-5-25-5000 SALARY	80,228.00	6,051.70	51,843.56	64.62	28,384.44
100-5-25-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
100-5-25-5007 STIPENDS/CERTIFICATIONS	800.00	70.14	520.94	65.12	279.06
100-5-25-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
100-5-25-5010 TRAINING	1,500.00	0.00	0.00	0.00	1,500.00
100-5-25-5020 HEALTH INSURANCE	12,600.00	1,010.84	8,086.72	64.18	4,513.28
100-5-25-5030 WORKERS COMP INSURANCE	712.00	0.00	711.82	99.97	0.18
100-5-25-5035 SOCIAL SECURITY/MEDICARE	6,199.00	468.32	3,972.71	64.09	2,226.29
100-5-25-5040 UNEMPLOYMENT COMP INSUR	117.00	1.60	64.09	54.78	52.91
100-5-25-5050 TX MUNICIPAL RETIREMENT SYS	11,506.00	869.60	6,710.11	58.32	4,795.89
100-5-25-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	113,662.00	8,472.20	71,909.95	63.27	41,752.05
SUPPLIES & OPERATION EXP					
100-5-25-5101 FAX / COPIER	100.00	0.00	0.00	0.00	100.00
100-5-25-5103 PRINTING & REPRODUCTION	2,500.00	522.10	2,282.40	91.30	217.60
100-5-25-5110 POSTAGE	5,000.00	326.46	2,002.09	40.04	2,997.91
100-5-25-5120 SUBSCRIPTIONS & MEMBERSHIPS	250.00	0.00	0.00	0.00	250.00
100-5-25-5125 TRAVEL	500.00	0.00	0.00	0.00	500.00
100-5-25-5140 TELEPHONE	1,200.00	72.40	533.01	44.42	666.99
100-5-25-5158 OFFICE SUPPLIES	1,750.00	5.50	53.87	3.08	1,696.13
TOTAL SUPPLIES & OPERATION EXP	11,300.00	926.46	4,871.37	43.11	6,428.63
CONTRACTUAL SERVICES					
100-5-25-5202 T TECH FEES	0.00	0.00	0.00	0.00	0.00
100-5-25-5210 LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00

100-GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
MISCELLANEOUS OTHER EXP					
100-5-25-5300 COMPUTER SOFTWARE/SUPPORT	14,250.00	610.75	11,199.80	78.60	3,050.20
100-5-25-5331 ADVERTISING	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS OTHER EXP	14,250.00	610.75	11,199.80	78.60	3,050.20
TOTAL UTILITY BILLING	139,212.00	10,009.41	87,981.12	63.20	51,230.88
STREETS					
PERSONNEL					
100-5-30-5000 SALARY	65,966.00	4,234.92	42,985.13	65.16	22,980.87
100-5-30-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
100-5-30-5006 OVERTIME/PLANNED OVERTIME	1,000.00	22.95	628.92	62.89	371.08
100-5-30-5007 STIPENDS/CERTIFICATIONS	3,800.00	131.10	953.39	25.09	2,846.61
100-5-30-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
100-5-30-5010 TRAINING	1,900.00	0.00	0.00	0.00	1,900.00
100-5-30-5020 HEALTH INSURANCE	6,360.00	425.38	4,728.33	74.34	1,631.67
100-5-30-5030 WORKERS COMP INSURANCE	1,028.00	0.00	1,028.18	100.02	(0.18)
100-5-30-5035 SOCIAL SECURITY/MEDICARE	5,414.00	335.75	3,413.24	63.04	2,000.76
100-5-30-5040 UNEMPLOYMENT COMP INSUR	82.00	1.12	44.79	54.62	37.21
100-5-30-5050 TX MUNICIPAL RETIREMENT SYS	10,049.00	312.72	5,681.18	56.53	4,367.82
100-5-30-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	95,599.00	5,463.94	59,463.16	62.20	36,135.84
SUPPLIES & OPERATION EXP					
100-5-30-5101 FAX / COPIER	0.00	0.00	0.00	0.00	0.00
100-5-30-5103 PRINTING & REPRODUCTION	0.00	0.00	0.00	0.00	0.00
100-5-30-5110 POSTAGE	0.00	0.00	0.00	0.00	0.00
100-5-30-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
100-5-30-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00	0.00
100-5-30-5120 SUBSCRIPTIONS & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
100-5-30-5125 TRAVEL	1,000.00	0.00	0.00	0.00	1,000.00
100-5-30-5130 UTILITIES	2,400.00	209.66	1,593.58	66.40	806.42
100-5-30-5140 TELEPHONE	400.00	23.71	178.98	44.75	221.02
100-5-30-5145 UNIFORMS & ACCESSORIES	1,000.00	0.00	433.76	43.38	566.24
100-5-30-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-30-5158 OFFICE SUPPLIES	0.00	0.00	83.30	0.00	(83.30)
100-5-30-5161 TREE TRIMMING SERVICE	25,000.00	2,850.00	14,400.00	57.60	10,600.00
100-5-30-5162 STREET SWEEPING	7,000.00	0.00	0.00	0.00	7,000.00
100-5-30-5164 EQUIPMENT MAINTENANCE & REPAIR	3,000.00	0.00	465.45	15.52	2,534.55
100-5-30-5171 EQUIPMENT PURCHASE	0.00	0.00	292.90	0.00	(292.90)
100-5-30-5172 SAFETY EQUIPMENT	400.00	0.00	376.29	94.07	23.71
100-5-30-5180 SIGNS & BARRICADES	2,000.00	0.00	1,329.01	66.45	670.99
100-5-30-5181 EQUIPMENT RENTAL	4,000.00	0.00	0.00	0.00	4,000.00
100-5-30-5190 MATERIALS	2,500.00	0.00	304.84	12.19	2,195.16
100-5-30-5195 VEHICLE OPERATIONS	2,000.00	237.39	1,206.27	60.31	793.73
100-5-30-5196 VEHICLE MAINT & REPAIRS	1,000.00	9.99	888.46	88.85	111.54
TOTAL SUPPLIES & OPERATION EXP	51,700.00	3,330.75	21,552.84	41.69	30,147.16

100-GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
CONTRACTUAL SERVICES					
100-5-30-5255 VEHICLE INSURANCE	287.00	0.00	326.52	113.77	(39.52)
100-5-30-5270 ENGINEERING	3,000.00	0.00	284.00	9.47	2,716.00
100-5-30-5276 PAYING AGENT FEES	200.00	0.00	0.00	0.00	200.00
TOTAL CONTRACTUAL SERVICES	3,487.00	0.00	610.52	17.51	2,876.48
MISCELLANEOUS OTHER EXP					
100-5-30-5350 TOOLS	3,000.00	0.00	1,714.11	57.14	1,285.89
100-5-30-5355 STREET MAINT & REPAIRS	500,000.00	0.00	417,831.25	83.57	82,168.75
TOTAL MISCELLANEOUS OTHER EXP	503,000.00	0.00	419,545.36	83.41	83,454.64
CAPITAL OUTLAY					
100-5-30-5414 COMPUTERS	500.00	0.00	0.00	0.00	500.00
100-5-30-5461 TRANSFER TO WATER FUND	0.00	0.00	0.00	0.00	0.00
100-5-30-5490 PUBLIC WORKS LOAN PAYABLE	0.00	0.00	0.00	0.00	0.00
100-5-30-5493 LOAN INTEREST	0.00	0.00	0.00	0.00	0.00
100-5-30-5494 VEH FIN NOTE - DEBT SERVICE	2,445.00	0.00	0.00	0.00	2,445.00
100-5-30-5495 NEW VEHICLE & OUTFITTING	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	2,945.00	0.00	0.00	0.00	2,945.00
TOTAL STREETS	656,731.00	8,794.69	501,171.88	76.31	155,559.12
POLICE					
PERSONNEL					
100-5-40-5000 SALARY	909,912.00	56,746.83	481,125.33	52.88	428,786.67
100-5-40-5002 HOLIDAY COMPENSATION	36,750.00	0.00	24,500.20	66.67	12,249.80
100-5-40-5006 OVERTIME	20,000.00	5,588.87	34,426.54	172.13	(14,426.54)
100-5-40-5007 STIPEND	22,000.00	1,328.46	12,534.81	56.98	9,465.19
100-5-40-5009 RETIREMENT PAYOUT RESERVE	15,000.00	0.00	0.00	0.00	15,000.00
100-5-40-5010 TRAINING/ ACADEMY SPONSORSHIPS	25,000.00	1,533.00	7,136.35	28.55	17,863.65
100-5-40-5011 RESERVE OFFICER PAY	2,500.00	0.00	91.00	3.64	2,409.00
100-5-40-5012 LEOSE TRAINING	1,000.00	0.00	0.00	0.00	1,000.00
100-5-40-5020 HEALTH INSURANCE	126,602.00	8,252.86	68,116.02	53.80	58,485.98
100-5-40-5030 WORKERS COMP INSURANCE	17,005.00	0.00	17,004.55	100.00	0.45
100-5-40-5035 SOCIAL SECURITY/MEDICARE	75,633.00	4,956.49	43,143.63	57.04	32,489.37
100-5-40-5040 UNEMPLOYMENT COMP INSUR	1,205.00	16.56	1,787.10	148.31	(582.10)
100-5-40-5050 TX MUNICIPAL RETIREMENT SYS	140,390.00	9,069.18	76,928.26	54.80	63,461.74
100-5-40-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
100-5-40-5070 POLICE PROFESSIONAL LIABILITY	8,443.00	0.00	8,443.00	100.00	0.00
TOTAL PERSONNEL	1,401,440.00	87,492.25	775,236.79	55.32	626,203.21
SUPPLIES & OPERATION EXP					
100-5-40-5101 FAX / COPIER	750.00	177.70	707.68	94.36	42.32
100-5-40-5103 PRINTING & REPRODUCTION	2,500.00	0.00	75.17	3.01	2,424.83
100-5-40-5105 TICKET WRITERS	0.00	0.00	0.00	0.00	0.00
100-5-40-5106 CITATION MATERIAL	2,500.00	0.00	0.00	0.00	2,500.00

100-GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
100-5-40-5107 POLICE QUALIFICATIONS	3,000.00	0.00	82.95	2.77	2,917.05
100-5-40-5108 PROPERTY & EVIDENCE	500.00	0.00	0.00	0.00	500.00
100-5-40-5109 BICYCLE MAINTENANCE	250.00	0.00	0.00	0.00	250.00
100-5-40-5110 POSTAGE	1,000.00	25.10	495.12	49.51	504.88
100-5-40-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
100-5-40-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00	0.00
100-5-40-5120 SUBSCRIPTIONS & MEMBERSHIPS	1,000.00	25.00	395.00	39.50	605.00
100-5-40-5125 TRAVEL	0.00	0.00	0.00	0.00	0.00
100-5-40-5130 LEOSE FUNDS	0.00	0.00	0.00	0.00	0.00
100-5-40-5140 TELEPHONE	10,500.00	699.73	5,181.80	49.35	5,318.20
100-5-40-5143 POLICE CAR & ACCESSORIES	4,000.00	0.00	0.00	0.00	4,000.00
100-5-40-5144 POLICE SUPPLIES	6,000.00	20.00	275.38	4.59	5,724.62
100-5-40-5145 UNIFORMS & ACCESSORIES	10,000.00	1,432.77	4,912.58	49.13	5,087.42
100-5-40-5157 RECORDS MANAGEMENT	7,500.00	0.00	0.00	0.00	7,500.00
100-5-40-5158 OFFICE SUPPLIES	1,500.00	185.82	541.75	36.12	958.25
100-5-40-5159 CITY EVENT SUPPLIES	4,000.00	100.00	100.00	2.50	3,900.00
100-5-40-5185 COMMUNICATION EQUIP MAINT	1,000.00	0.00	726.80	72.68	273.20
100-5-40-5186 RADAR CERTIFICATION	250.00	0.00	165.00	66.00	85.00
100-5-40-5195 VEHICLE OPERATION	15,000.00	1,322.02	6,808.15	45.39	8,191.85
100-5-40-5196 VEHICLE MAINT & REPAIRS	7,000.00	1,578.13	14,626.98	208.96	(7,626.98)
TOTAL SUPPLIES & OPERATION EXP	78,250.00	5,566.27	35,094.36	44.85	43,155.64
CONTRACTUAL SERVICES					
100-5-40-5211 RADIO SERVICES	6,500.00	0.00	5,849.76	90.00	650.24
100-5-40-5216 DISPATCH SERVICES	45,595.00	0.00	45,595.00	100.00	0.00
100-5-40-5226 DRUG TESTING	1,000.00	69.00	69.00	6.90	931.00
100-5-40-5238 APPLICANT TESTING	1,250.00	0.00	0.00	0.00	1,250.00
100-5-40-5239 LABORATORY SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
100-5-40-5255 VEHICLE INSURANCE	6,065.00	0.00	6,913.00	113.98	(848.00)
100-5-40-5258 ACL EVENT	55,000.00	3,250.08	43,354.43	78.83	11,645.57
TOTAL CONTRACTUAL SERVICES	116,410.00	3,319.08	101,781.19	87.43	14,628.81
MISCELLANEOUS OTHER EXP					
100-5-40-5300 COMPUTER SOFTWARE & SUPPORT	80,500.00	6,500.52	41,084.15	51.04	39,415.85
100-5-40-5340 MISCELLANEOUS	0.00	0.00	496.76	0.00	(496.76)
TOTAL MISCELLANEOUS OTHER EXP	80,500.00	6,500.52	41,580.91	51.65	38,919.09
CAPITAL OUTLAY					
100-5-40-5404 PD RADIOS	0.00	0.00	0.00	0.00	0.00
100-5-40-5411 VIDEO CAMERAS & MICROPHONES	69,000.00	0.00	43,452.76	62.98	25,547.24
100-5-40-5414 COMPUTERS	6,000.00	0.00	20,353.76	339.23	(14,353.76)
100-5-40-5461 TRANSFER TO WATER FUND	0.00	0.00	0.00	0.00	0.00
100-5-40-5494 VEHICLE FINANCING NOTE DEBT SV	34,002.00	0.00	0.00	0.00	34,002.00
100-5-40-5495 NEW VEHICLE & OUTFITTING	301,541.00	0.00	23,275.29	7.72	278,265.71
TOTAL CAPITAL OUTLAY	410,543.00	0.00	87,081.81	21.21	323,461.19
TOTAL POLICE	2,087,143.00	102,878.12	1,040,775.06	49.87	1,046,367.94

100-GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
COURT					
PERSONNEL					
100-5-50-5000 SALARY	45,850.00	3,723.84	29,888.56	65.19	15,961.44
100-5-50-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
100-5-50-5006 OVERTIME/PLANNED OVERTIME	0.00	0.00	0.00	0.00	0.00
100-5-50-5007 STIPENDS/CERTIFICATIONS	600.00	67.06	452.67	75.45	147.33
100-5-50-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
100-5-50-5010 TRAINING	500.00	0.00	275.00	55.00	225.00
100-5-50-5020 HEALTH INSURANCE	840.00	130.30	2,125.52	253.04	(1,285.52)
100-5-50-5030 WORKERS COMP INSURANCE	514.00	0.00	514.09	100.02	(0.09)
100-5-50-5035 SOCIAL SECURITY/MEDICARE	3,553.00	290.00	2,321.09	65.33	1,231.91
100-5-50-5040 UNEMPLOYMENT COMP INSUR	240.00	3.36	86.69	36.12	153.31
100-5-50-5050 TX MUNICIPAL RETIREMENT SYS	6,596.00	538.32	4,351.73	65.98	2,244.27
100-5-50-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	58,693.00	4,752.88	40,015.35	68.18	18,677.65
SUPPLIES & OPERATION EXP					
100-5-50-5101 FAX / COPIER	0.00	0.00	0.00	0.00	0.00
100-5-50-5103 PRINTING & REPRODUCTION	750.00	0.00	847.92	113.06	(97.92)
100-5-50-5110 POSTAGE	750.00	50.23	620.84	82.78	129.16
100-5-50-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
100-5-50-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00	0.00
100-5-50-5120 SUBSCRIPTIONS & MEMBERSHIPS	100.00	0.00	0.00	0.00	100.00
100-5-50-5125 TRAVEL	50.00	0.00	0.00	0.00	50.00
100-5-50-5140 TELEPHONE	1,250.00	72.40	506.78	40.54	743.22
100-5-50-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-50-5158 OFFICE SUPPLIES	500.00	0.00	276.51	55.30	223.49
TOTAL SUPPLIES & OPERATION EXP	3,400.00	122.63	2,252.05	66.24	1,147.95
CONTRACTUAL SERVICES					
100-5-50-5201 COLLECTION AGENCY FEES	1,000.00	0.00	871.29	87.13	128.71
100-5-50-5206 COURT CREDIT CARD FEES	10,000.00	1,920.99	15,847.74	158.48	(5,847.74)
100-5-50-5210 LEGAL SERVICES	10,000.00	1,506.88	10,361.14	103.61	(361.14)
100-5-50-5212 PRESIDING JUDGE EXPENSE	21,000.00	1,750.00	14,000.00	66.67	7,000.00
100-5-50-5213 INTERPRETER FEES	500.00	0.00	240.00	48.00	260.00
TOTAL CONTRACTUAL SERVICES	42,500.00	5,177.87	41,320.17	97.22	1,179.83
MISCELLANEOUS OTHER EXP					
100-5-50-5300 COMPUTER SOFTWARE & SUPPORT	3,800.00	(4,066.64)	5,327.27	140.19	(1,527.27)
TOTAL MISCELLANEOUS OTHER EXP	3,800.00	(4,066.64)	5,327.27	140.19	(1,527.27)
TOTAL COURT	108,393.00	5,986.74	88,914.84	82.03	19,478.16
PARK DEPARTMENT					

100-GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL					
100-5-55-5000 SALARY	42,891.00	2,354.80	23,559.11	54.93	19,331.89
100-5-55-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
100-5-55-5006 OVERTIME/PLANNED OVERTIME	0.00	0.00	0.00	0.00	0.00
100-5-55-5007 STIPENDS/CERTIFICATIONS	1,300.00	89.20	683.48	52.58	616.52
100-5-55-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
100-5-55-5010 TRAINING	1,800.00	0.00	0.00	0.00	1,800.00
100-5-55-5020 HEALTH INSURANCE	3,840.00	216.70	4,762.12	124.01 (	922.12)
100-5-55-5030 WORKERS COMP INSURANCE	751.00	0.00	751.36	100.05 (	0.36)
100-5-55-5035 SOCIAL SECURITY/MEDICARE	3,381.00	186.96	1,854.39	54.85	1,526.61
100-5-55-5040 UNEMPLOYMENT COMP INSUR	47.00	0.64	25.64	54.55	21.36
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	6,275.00	347.05	3,435.34	54.75	2,839.66
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	60,285.00	3,195.35	35,071.44	58.18	25,213.56
SUPPLIES & OPERATION EXP					
100-5-55-5101 FAX / COPIER	0.00	0.00	0.00	0.00	0.00
100-5-55-5103 PRINTING & REPRODUCTION	250.00	0.00	0.00	0.00	250.00
100-5-55-5110 POSTAGE	0.00	0.00	0.00	0.00	0.00
100-5-55-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
100-5-55-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00	0.00
100-5-55-5120 SUBSCRIPTIONS & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
100-5-55-5125 TRAVEL	0.00	0.00	0.00	0.00	0.00
100-5-55-5130 UTILITIES	14,000.00	1,525.33	10,532.80	75.23	3,467.20
100-5-55-5140 TELEPHONE	0.00	0.00	0.00	0.00	0.00
100-5-55-5145 UNIFORMS & ACCESSORIES	1,000.00	0.00	0.00	0.00	1,000.00
100-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-55-5158 OFFICE SUPPLIES	200.00	0.00	98.03	49.02	101.97
100-5-55-5159 CITY EVENT SUPPLIES	500.00	0.00	0.00	0.00	500.00
100-5-55-5164 EQUIPMENT MAINT & REPAIRS	1,500.00	0.00	0.00	0.00	1,500.00
100-5-55-5171 EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00
100-5-55-5172 SAFETY EQUIPMENT	300.00	34.74	137.49	45.83	162.51
100-5-55-5190 MATERIALS	20,500.00	283.20	4,098.34	19.99	16,401.66
100-5-55-5191 MAINTENANCE	6,000.00	449.27	2,902.53	48.38	3,097.47
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	237.39	1,176.28	39.21	1,823.72
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,250.00	0.00	388.95	31.12	861.05
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	420.00	3,360.00	37.33	5,640.00
TOTAL SUPPLIES & OPERATION EXP	60,500.00	2,949.93	22,694.42	37.51	37,805.58
CONTRACTUAL SERVICES					
100-5-55-5255 VEHICLE INSURANCE	527.00	0.00	584.94	110.99 (	57.94)
100-5-55-5270 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	527.00	0.00	584.94	110.99 (	57.94)
MISCELLANEOUS OTHER EXP					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	1,000.00	92.58	534.01	53.40	465.99
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	1,000.00	0.00	1,225.26	122.53 (	225.26)
TOTAL MISCELLANEOUS OTHER EXP	2,000.00	92.58	1,759.27	87.96	240.73

100-GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
CAPITAL OUTLAY					
100-5-55-5414 COMPUTERS	500.00	0.00	0.00	0.00	500.00
100-5-55-5455 IMPROV TO EXISTING PARK ASSETS	5,000.00	2,146.89	36,385.14	727.70	(31,385.14)
100-5-55-5456 PLANTS FOR PARK AND ENTRANCES	2,000.00	0.00	2,801.80	140.09	(801.80)
100-5-55-5490 PUBLIC WORKS LOAN PAYABLE	0.00	0.00	0.00	0.00	0.00
100-5-55-5493 LOAN INTEREST	0.00	0.00	0.00	0.00	0.00
100-5-55-5494 VEH FIN NOTE - DEBT SERVICE	2,445.00	0.00	0.00	0.00	2,445.00
100-5-55-5495 NEW VEHICLE & OUTFITTING	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	9,945.00	2,146.89	39,186.94	394.04	(29,241.94)
OTHER NON-DEPARTMENTAL					
100-5-55-5512 PLAYGROUND MULCH & MAINT	8,000.00	267.89	573.03	7.16	7,426.97
100-5-55-5515 MAINTENANCE BUILDING	0.00	99.89	484.45	0.00	(484.45)
TOTAL OTHER NON-DEPARTMENTAL	8,000.00	367.78	1,057.48	13.22	6,942.52
TOTAL PARK DEPARTMENT	141,257.00	8,752.53	100,354.49	71.04	40,902.51
PUBLIC WORKS					
SUPPLIES & OPERATION EXP					
100-5-65-5101 FAX / COPIER	0.00	0.00	0.00	0.00	0.00
100-5-65-5103 PRINTING & REPRODUCTION	0.00	0.00	0.00	0.00	0.00
100-5-65-5110 POSTAGE	0.00	0.00	0.00	0.00	0.00
100-5-65-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
100-5-65-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00	0.00
100-5-65-5120 SUBSCRIPTIONS & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
100-5-65-5125 TRAVEL	0.00	0.00	0.00	0.00	0.00
100-5-65-5130 UTILITIES	8,000.00	821.14	5,009.02	62.61	2,990.98
100-5-65-5140 TELEPHONE	1,000.00	83.10	581.70	58.17	418.30
100-5-65-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-65-5158 OFFICE SUPPLIES	1,000.00	0.00	222.02	22.20	777.98
100-5-65-5161 TREE TRIMMING SERVICES	25,000.00	0.00	13,950.00	55.80	11,050.00
100-5-65-5171 Equipment Purchase	0.00	0.00	0.00	0.00	0.00
100-5-65-5180 SIGNS AND BARRICADES	0.00	0.00	0.00	0.00	0.00
100-5-65-5191 MAINTENANCE	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES & OPERATION EXP	35,000.00	904.24	19,762.74	56.46	15,237.26
CONTRACTUAL SERVICES					
100-5-65-5258 ACL EVENT	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS OTHER EXP					
100-5-65-5355 STREET MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	0.00
100-5-65-5381 ANIMAL CONTROL/DISPOSAL	250.00	0.00	0.00	0.00	250.00
TOTAL MISCELLANEOUS OTHER EXP	250.00	0.00	0.00	0.00	250.00

100-GENERAL FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
CAPITAL OUTLAY					
100-5-65-5495 NEW VEHICLE & OUTFITTING	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
OTHER NON-DEPARTMENTAL					
100-5-65-5515 MAINTENANCE BUILDING	7,500.00	707.99	3,189.24	42.52	4,310.76
TOTAL OTHER NON-DEPARTMENTAL	7,500.00	707.99	3,189.24	42.52	4,310.76
TOTAL PUBLIC WORKS	42,750.00	1,612.23	22,951.98	53.69	19,798.02
TOTAL EXPENDITURES	4,302,317.71	238,138.45	2,580,340.45	59.98	1,721,977.26
REVENUES OVER/(UNDER) EXPENDITURES	(450,122.71)	(73,397.58)	476,827.34		(926,950.05)

200-WATER FUND
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
NON-DEPARTMENTAL	1,255,500.00	94,150.83	935,287.44	74.50	320,212.56
TOTAL REVENUES	1,255,500.00	94,150.83	935,287.44	74.50	320,212.56
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	1,713,000.00	95,738.90	865,196.24	50.51	847,803.76
TOTAL EXPENDITURES	1,713,000.00	95,738.90	865,196.24	50.51	847,803.76
REVENUES OVER/(UNDER) EXPENDITURES	(457,500.00)	(1,588.07)	70,091.20		(527,591.20)

200-WATER FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
INVESTMENT INCOME					
200-4-60-4400 INTEREST INCOME	1,500.00	220.04	1,783.36	118.89	(283.36)
200-4-60-4401 INTEREST INCOME-CHECKING	500.00	102.53	587.66	117.53	(87.66)
TOTAL INVESTMENT INCOME	2,000.00	322.57	2,371.02	118.55	(371.02)
MISCELLANEOUS REVENUE					
200-4-60-4540 MISCELLANEOUS RECEIPTS	0.00	0.00	0.00	0.00	0.00
200-4-60-4578 FUND BALANCE TRANSFER IN	0.00	0.00	0.00	0.00	0.00
200-4-60-4579 CAPITAL LEASEPROCEEDS - METERS	0.00	0.00	0.00	0.00	0.00
200-4-60-4581 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
200-4-60-4582 TRANSFER FROM WASTEWATER FD	0.00	0.00	0.00	0.00	0.00
200-4-60-4583 TRANSFER FROM DRAINAGE FUND	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
UTILITY REVENUE					
200-4-60-4600 WATER SALES	1,250,000.00	93,318.77	929,558.31	74.36	320,441.69
200-4-60-4610 LATE CHARGES	3,000.00	509.49	3,214.11	107.14	(214.11)
200-4-60-4628 CONNECT FEE	500.00	0.00	0.00	0.00	500.00
200-4-60-4629 METER TESTING FEE	0.00	0.00	0.00	0.00	0.00
200-4-60-4640 OTHER SOURCES - BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
200-4-60-4641 OTHER SOURCES - BOND ISSUANCE	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY REVENUE	1,253,500.00	93,828.26	932,772.42	74.41	320,727.58
OTHER REVENUE					
200-4-60-4700 FUND BALANCE TRANSFER IN	0.00	0.00	0.00	0.00	0.00
200-4-60-4718 TRANSFER FROM SR2014 DEBT SERV	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,255,500.00	94,150.83	935,143.44	74.48	320,356.56
TOTAL REVENUES	1,255,500.00	94,150.83	935,143.44	74.48	320,356.56

200-WATER FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
PERSONNEL					
200-5-60-5000 SALARY	242,361.00	18,112.04	165,790.92	68.41	76,570.08
200-5-60-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
200-5-60-5006 OVERTIME/PLANNED OVERTIME	5,000.00	103.26	3,105.55	62.11	1,894.45
200-5-60-5007 STIPENDS/CERTIFICATIONS	17,000.00	588.58	4,393.04	25.84	12,606.96
200-5-60-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
200-5-60-5010 TRAINING	3,500.00	899.79	2,070.79	59.17	1,429.21
200-5-60-5020 HEALTH INSURANCE	25,200.00	1,877.92	21,449.76	85.12	3,750.24
200-5-60-5030 WORKERS COMP INSURANCE	3,322.00	0.00	3,321.82	99.99	0.18
200-5-60-5035 SOCIAL SECURITY/MEDICARE	20,224.00	1,438.50	13,251.84	65.53	6,972.16
200-5-60-5040 UNEMPLOYMENT COMP INSUR	310.00	4.24	169.70	54.74	140.30
200-5-60-5050 TX MUNICIPAL RETIREMENT SYS	37,539.00	2,671.50	23,819.49	63.45	13,719.51
200-5-60-5051 PENSION / OPEB	0.00	0.00	0.00	0.00	0.00
200-5-60-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	354,456.00	25,695.83	237,372.91	66.97	117,083.09
SUPPLIES & OPERATION EXP					
200-5-60-5101 FAX / COPIER	0.00	0.00	0.00	0.00	0.00
200-5-60-5103 PRINTING & REPRODUCTION	250.00	0.00	131.36	52.54	118.64
200-5-60-5105 TOOLS & SUPPLIES	0.00	0.00	0.00	0.00	0.00
200-5-60-5110 POSTAGE	200.00	0.00	0.00	0.00	200.00
200-5-60-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
200-5-60-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00	0.00
200-5-60-5120 SUBSCRIPTIONS & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
200-5-60-5125 TRAVEL	1,900.00	0.00	923.64	48.61	976.36
200-5-60-5140 TELEPHONE	1,700.00	106.71	770.61	45.33	929.39
200-5-60-5145 UNIFORMS & ACCESSORIES	1,000.00	0.00	255.28	25.53	744.72
200-5-60-5153 CREDIT CARD SERVICES	0.00	0.00	0.00	0.00	0.00
200-5-60-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
200-5-60-5158 OFFICE SUPPLIES	250.00	0.00	34.90	13.96	215.10
200-5-60-5165 Water Meter Test Fee	0.00	0.00	0.00	0.00	0.00
200-5-60-5166 MAINTENANCE & REPAIRS	30,000.00	521.74	12,611.95	42.04	17,388.05
200-5-60-5167 ADMINISTRATIVE FEES - 5%	62,775.00	0.00	0.00	0.00	62,775.00
200-5-60-5168 TRANSFER TO UTILITY BILLING	69,606.00	0.00	0.00	0.00	69,606.00
200-5-60-5171 EQUIPMENT	3,800.00	0.00	0.00	0.00	3,800.00
200-5-60-5175 SAFETY EQUIPMENT	375.00	35.00	35.00	9.33	340.00
200-5-60-5181 EQUIPMENT RENTAL	1,500.00	0.00	0.00	0.00	1,500.00
200-5-60-5190 MATERIALS	2,000.00	0.00	218.27	10.91	1,781.73
200-5-60-5192 Electronic Meters	0.00	0.00	0.00	0.00	0.00
200-5-60-5193 METER REPLACEMENT	5,000.00	0.00	8,232.82	164.66	(3,232.82)
200-5-60-5194 FIRE HYDRANT MAINT AND REPLACE	11,400.00	0.00	0.00	0.00	11,400.00
200-5-60-5195 VEHICLE OPERATIONS	3,800.00	237.39	1,176.28	30.95	2,623.72
200-5-60-5196 VEHICLE MAINT & REPAIRS	1,750.00	0.00	190.42	10.88	1,559.58
TOTAL SUPPLIES & OPERATION EXP	197,306.00	900.84	24,580.53	12.46	172,725.47

200-WATER FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
CONTRACTUAL SERVICES					
200-5-60-5200 BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
200-5-60-5210 LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00
200-5-60-5219 UTILITY BILLING/COLLECTION	0.00	0.00	0.00	0.00	0.00
200-5-60-5232 UTILITY BILLING/COLLECT ADDNL	0.00	0.00	0.00	0.00	0.00
200-5-60-5233 CROSSROADS CONTRACT	81,000.00	6,750.00	47,250.00	58.33	33,750.00
200-5-60-5234 CROSSROADS EMERG/M&O REPAIRS	80,000.00	5,935.74	43,416.14	54.27	36,583.86
200-5-60-5241 EASEMENT IDENT & MAPPING	0.00	0.00	0.00	0.00	0.00
200-5-60-5255 VEHICLE INSURANCE	1,170.00	0.00	1,330.28	113.70	(160.28)
200-5-60-5270 ENGINEERING SERVICES	10,000.00	3,730.50	14,507.75	145.08	(4,507.75)
200-5-60-5271 RATE CONSULTING SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
200-5-60-5272 WATER CIP	0.00	0.00	0.00	0.00	0.00
200-5-60-5276 PAYING AGENT FEES	800.00	0.00	0.00	0.00	800.00
200-5-60-5277 LCRA WATER RIGHTS	0.00	0.00	4,885.00	0.00	(4,885.00)
200-5-60-5279 CAPITAL RECOVERY TAP FEES-WATE	0.00	0.00	0.00	0.00	0.00
200-5-60-5280 WATER PURCHASED	800,000.00	51,806.71	379,718.94	47.46	420,281.06
200-5-60-5296 TCEQ	3,000.00	0.00	1,604.30	53.48	1,395.70
200-5-60-5299 BOND INTEREST-SERIES 2014	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	980,970.00	68,222.95	492,712.41	50.23	488,257.59
MISCELLANEOUS OTHER EXP					
200-5-60-5300 COMPUTER SOFTWARE & SUPPORT	3,300.00	404.03	2,290.65	69.41	1,009.35
200-5-60-5303 BOND ISSUANCE COST	0.00	0.00	0.00	0.00	0.00
200-5-60-5323 LIFT STATION INSPECT, EMERGENC	0.00	0.00	0.00	0.00	0.00
200-5-60-5324 VALVE MANHOLE GPS MAPPING PROG	0.00	0.00	0.00	0.00	0.00
200-5-60-5326 QUARTERLY GIS MAP UPDATE	10,000.00	515.25	2,565.16	25.65	7,434.84
200-5-60-5330 Water CIP Packages 1-4	0.00	0.00	7,801.50	0.00	(7,801.50)
200-5-60-5345 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
200-5-60-5350 TOOLS	2,500.00	0.00	281.95	11.28	2,218.05
200-5-60-5380 PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS OTHER EXP	15,800.00	919.28	12,939.26	81.89	2,860.74
CAPITAL OUTLAY					
200-5-60-5414 COMPUTERS	500.00	0.00	0.00	0.00	500.00
200-5-60-5460 UNEXPENDED BAL TRNSF-CAP PROJ	0.00	0.00	0.00	0.00	0.00
200-5-60-5490 PUBLIC WORKS LOAN PAYABLE	0.00	0.00	0.00	0.00	0.00
200-5-60-5494 VEH FIN NOTE - DEBT SERVICE	9,778.00	0.00	0.00	0.00	9,778.00
200-5-60-5495 NEW VEHICLE & OUTFITTING	102,750.00	0.00	59,012.84	57.43	43,737.16
200-5-60-5496 Meters Fin Note Debt Svc	51,440.00	0.00	38,578.29	75.00	12,861.71
TOTAL CAPITAL OUTLAY	164,468.00	0.00	97,591.13	59.34	66,876.87
TOTAL NON-DEPARTMENTAL	1,713,000.00	95,738.90	865,196.24	50.51	847,803.76
TOTAL EXPENDITURES	1,713,000.00	95,738.90	865,196.24	50.51	847,803.76
REVENUES OVER/(UNDER) EXPENDITURES	(457,500.00)	(1,588.07)	69,947.20		(527,447.20)

301-STREET MAINTENANCE
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
NON-DEPARTMENTAL	200,250.00	20,215.15	157,845.05	78.82	42,404.95
TOTAL REVENUES	200,250.00	20,215.15	157,845.05	78.82	42,404.95
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	451,828.00	21,142.83	148,065.14	32.77	303,762.86
TOTAL EXPENDITURES	451,828.00	21,142.83	148,065.14	32.77	303,762.86
REVENUES OVER/(UNDER) EXPENDITURES	(251,578.00)	(927.68)	9,779.91		(261,357.91)

301-STREET MAINTENANCE

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
TAXES					
301-4-60-4039 STREET SALES TAX	200,000.00	20,158.34	157,545.68	78.77	42,454.32
TOTAL TAXES	200,000.00	20,158.34	157,545.68	78.77	42,454.32
INVESTMENT INCOME					
301-4-60-4400 INTEREST INCOME	250.00	56.81	299.37	119.75	(49.37)
TOTAL INVESTMENT INCOME	250.00	56.81	299.37	119.75	(49.37)
MISCELLANEOUS REVENUE					
301-4-60-4578 FUND BALANCE TRANSFER IN	0.00	0.00	0.00	0.00	0.00
301-4-60-4581 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE					
301-4-60-4700 UNEXPENDED BALANCE TRANSFER	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	200,250.00	20,215.15	157,845.05	78.82	42,404.95
TOTAL REVENUES	200,250.00	20,215.15	157,845.05	78.82	42,404.95

301-STREET MAINTENANCE

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
CONTRACTUAL SERVICES					
301-5-60-5200 BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS OTHER EXP					
301-5-60-5323 LIFT STATION INSPECT, EMERGENC	0.00	0.00	0.00	0.00	0.00
301-5-60-5324 VALVE MANHOLE GPS MAPPING PROG	0.00	0.00	0.00	0.00	0.00
301-5-60-5345 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS OTHER EXP	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY					
301-5-60-5462 TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
301-5-60-5469 TRANSFER TO STREET DEPARTMENT	451,828.00	21,142.83	148,065.14	32.77	303,762.86
TOTAL CAPITAL OUTLAY	451,828.00	21,142.83	148,065.14	32.77	303,762.86
TOTAL NON-DEPARTMENTAL	451,828.00	21,142.83	148,065.14	32.77	303,762.86
TOTAL EXPENDITURES	451,828.00	21,142.83	148,065.14	32.77	303,762.86
REVENUES OVER/(UNDER) EXPENDITURES	(251,578.00)	(927.68)	9,779.91		(261,357.91)

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

310-COURT SECURITY FUND
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
COURT	2,600.00	484.56	3,507.96	134.92	(907.96)
TOTAL REVENUES	2,600.00	484.56	3,507.96	134.92	(907.96)
EXPENDITURE SUMMARY					
COURT	1,625.00	221.00	559.00	34.40	1,066.00
TOTAL EXPENDITURES	1,625.00	221.00	559.00	34.40	1,066.00
REVENUES OVER/(UNDER) EXPENDITURES	975.00	263.56	2,948.96		(1,973.96)

310-COURT SECURITY FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
COURT					
COURT REVENUE					
310-4-50-4104 COURT SECURITY FEE	2,500.00	484.56	3,497.40	139.90	(997.40)
310-4-50-4105 MUNI COURT BLDG SECURITY	100.00	0.00	10.56	10.56	89.44
TOTAL COURT REVENUE	2,600.00	484.56	3,507.96	134.92	(907.96)
INVESTMENT INCOME					
310-4-50-4491 MUNI CT TECHNOLOGY	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	0.00	0.00	0.00	0.00	0.00
TOTAL COURT	2,600.00	484.56	3,507.96	134.92	(907.96)
TOTAL REVENUES	2,600.00	484.56	3,507.96	134.92	(907.96)

310-COURT SECURITY FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
COURT					
MISCELLANEOUS OTHER EXP					
310-5-50-5311 OFFICE SECURITY	1,625.00	221.00	559.00	34.40	1,066.00
TOTAL MISCELLANEOUS OTHER EXP	1,625.00	221.00	559.00	34.40	1,066.00
TOTAL COURT	1,625.00	221.00	559.00	34.40	1,066.00
TOTAL EXPENDITURES	1,625.00	221.00	559.00	34.40	1,066.00
REVENUES OVER/(UNDER) EXPENDITURES	975.00	263.56	2,948.96		(1,973.96)

320-COURT TECHNOLOGY FUND
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
COURT	1,600.00	395.60	2,869.22	179.33	(1,269.22)
TOTAL REVENUES	1,600.00	395.60	2,869.22	179.33	(1,269.22)
EXPENDITURE SUMMARY					
COURT	5,000.00	4,634.46	5,202.82	104.06	(202.82)
TOTAL EXPENDITURES	5,000.00	4,634.46	5,202.82	104.06	(202.82)
REVENUES OVER/(UNDER) EXPENDITURES	(3,400.00)	(4,238.86)	(2,333.60)		(1,066.40)

320-COURT TECHNOLOGY FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
COURT					
COURT REVENUE					
320-4-50-4102 COURT TECHNOLOGY FEE	1,500.00	395.60	2,869.22	191.28	(1,369.22)
320-4-50-4191 MUNI COURT TECHNOLOGY	100.00	0.00	0.00	0.00	100.00
TOTAL COURT REVENUE	1,600.00	395.60	2,869.22	179.33	(1,269.22)
TOTAL COURT	1,600.00	395.60	2,869.22	179.33	(1,269.22)
TOTAL REVENUES	1,600.00	395.60	2,869.22	179.33	(1,269.22)

320-COURT TECHNOLOGY FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
COURT					
MISCELLANEOUS OTHER EXP					
320-5-50-5300 COMPUTER SOFTWARE & SUPPORT	5,000.00	4,634.46	5,202.82	104.06	(202.82)
TOTAL MISCELLANEOUS OTHER EXP	5,000.00	4,634.46	5,202.82	104.06	(202.82)
CAPITAL OUTLAY					
320-5-50-5414 COMPUTERS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL COURT	5,000.00	4,634.46	5,202.82	104.06	(202.82)
TOTAL EXPENDITURES	5,000.00	4,634.46	5,202.82	104.06	(202.82)
REVENUES OVER/(UNDER) EXPENDITURES	(3,400.00)	(4,238.86)	(2,333.60)		(1,066.40)

330-COURT EFFICIENCY FUND
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
COURT	100.00	0.00	0.00	0.00	100.00
TOTAL REVENUES	100.00	0.00	0.00	0.00	100.00
EXPENDITURE SUMMARY					
COURT	100.00	0.00	0.00	0.00	100.00
TOTAL EXPENDITURES	100.00	0.00	0.00	0.00	100.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00

330-COURT EFFICIENCY FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
COURT					
COURT REVENUE					
330-4-50-4110 ADMINISTRATIVE COURT FEES	100.00	0.00	0.00	0.00	100.00
TOTAL COURT REVENUE	100.00	0.00	0.00	0.00	100.00
TOTAL COURT	100.00	0.00	0.00	0.00	100.00
TOTAL REVENUES	100.00	0.00	0.00	0.00	100.00

330-COURT EFFICIENCY FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
COURT					
SUPPLIES & OPERATION EXP					
330-5-50-5158 OFFICE SUPPLIES	100.00	0.00	0.00	0.00	100.00
TOTAL SUPPLIES & OPERATION EXP	100.00	0.00	0.00	0.00	100.00
TOTAL COURT	100.00	0.00	0.00	0.00	100.00
TOTAL EXPENDITURES	100.00	0.00	0.00	0.00	100.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00

430-DEBT SERVICE FUND 2014
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
NON-DEPARTMENTAL	201,300.00	0.00	198,458.09	98.59	2,841.91
TOTAL REVENUES	201,300.00	0.00	198,458.09	98.59	2,841.91
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	200,800.00	0.00	25,400.00	12.65	175,400.00
TOTAL EXPENDITURES	200,800.00	0.00	25,400.00	12.65	175,400.00
REVENUES OVER/(UNDER) EXPENDITURES	500.00	0.00	173,058.09		(172,558.09)

430-DEBT SERVICE FUND 2014

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
TAXES					
430-4-60-4020 PENALTY & INTEREST ON TAXES	500.00	0.00	607.39	121.48	(107.39)
430-4-60-4031 PROPERTY TAX-DEBT SERVICE FD	200,400.00	0.00	197,850.70	98.73	2,549.30
TOTAL TAXES	200,900.00	0.00	198,458.09	98.78	2,441.91
MISCELLANEOUS REVENUE					
430-4-60-4577 TRSF FROM STREETS-PAYING AGENT	400.00	0.00	0.00	0.00	400.00
430-4-60-4578 FUND BALANCE TRANSFER IN	0.00	0.00	0.00	0.00	0.00
430-4-60-4581 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	400.00	0.00	0.00	0.00	400.00
TOTAL NON-DEPARTMENTAL	201,300.00	0.00	198,458.09	98.59	2,841.91
TOTAL REVENUES	201,300.00	0.00	198,458.09	98.59	2,841.91

430-DEBT SERVICE FUND 2014

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
CONTRACTUAL SERVICES					
430-5-60-5200 BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
430-5-60-5276 PAYING AGENT FEES	400.00	0.00	200.00	50.00	200.00
430-5-60-5298 BOND PRINCIPAL - SERIES 2014	150,000.00	0.00	0.00	0.00	150,000.00
430-5-60-5299 BOND INTEREST - SERIES 2014	50,400.00	0.00	25,200.00	50.00	25,200.00
TOTAL CONTRACTUAL SERVICES	200,800.00	0.00	25,400.00	12.65	175,400.00
MISCELLANEOUS OTHER EXP					
430-5-60-5323 LIFT STATION INSPECT, EMERGENC	0.00	0.00	0.00	0.00	0.00
430-5-60-5324 VALVE MANHOLE GPS MAPPING PROG	0.00	0.00	0.00	0.00	0.00
430-5-60-5345 Depreciation Expense	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS OTHER EXP	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY					
430-5-60-5461 TRANSFER TO WATER FUND	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	200,800.00	0.00	25,400.00	12.65	175,400.00
TOTAL EXPENDITURES	200,800.00	0.00	25,400.00	12.65	175,400.00
REVENUES OVER/(UNDER) EXPENDITURES	500.00	0.00	173,058.09		(172,558.09)

450-DEBT SERVICE FUND 2019
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
NON-DEPARTMENTAL	712,450.00	0.00	700,466.69	98.32	11,983.31
TOTAL REVENUES	712,450.00	0.00	700,466.69	98.32	11,983.31
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	711,450.00	0.00	128,225.00	18.02	583,225.00
TOTAL EXPENDITURES	711,450.00	0.00	128,225.00	18.02	583,225.00
REVENUES OVER/(UNDER) EXPENDITURES	1,000.00	0.00	572,241.69		(571,241.69)

450-DEBT SERVICE FUND 2019

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
TAXES					
450-4-60-4020 PENALTY & INTEREST ON TAXES	1,000.00	0.00	2,149.46	214.95	(1,149.46)
450-4-60-4031 PROPERTY TAX-DEBT SERVICE FD	711,050.00	0.00	698,317.23	98.21	12,732.77
TOTAL TAXES	712,050.00	0.00	700,466.69	98.37	11,583.31
MISCELLANEOUS REVENUE					
450-4-60-4573 TRSF FROM WASTEWATER-PAY AGENT	400.00	0.00	0.00	0.00	400.00
450-4-60-4578 FUND BALANCE TRANSFER IN	0.00	0.00	0.00	0.00	0.00
450-4-60-4581 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	400.00	0.00	0.00	0.00	400.00
TOTAL NON-DEPARTMENTAL	712,450.00	0.00	700,466.69	98.32	11,983.31
TOTAL REVENUES	712,450.00	0.00	700,466.69	98.32	11,983.31

450-DEBT SERVICE FUND 2019

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
CONTRACTUAL SERVICES					
450-5-60-5200 BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
450-5-60-5207 BOND PRINCIPAL-SERIES 2019	455,000.00	0.00	0.00	0.00	455,000.00
450-5-60-5208 BOND INTEREST - SERIES 2019	256,050.00	0.00	128,025.00	50.00	128,025.00
450-5-60-5276 PAYING AGENT FEES	400.00	0.00	200.00	50.00	200.00
TOTAL CONTRACTUAL SERVICES	711,450.00	0.00	128,225.00	18.02	583,225.00
MISCELLANEOUS OTHER EXP					
450-5-60-5323 LIFT STATION INSPECT, EMERGENC	0.00	0.00	0.00	0.00	0.00
450-5-60-5324 VALVE MANHOLE GPS MAPPING PROG	0.00	0.00	0.00	0.00	0.00
450-5-60-5345 Depreciation Expense	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS OTHER EXP	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY					
450-5-60-5462 TRANSFER OUT TO WASTEWATER FD	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	711,450.00	0.00	128,225.00	18.02	583,225.00
TOTAL EXPENDITURES	711,450.00	0.00	128,225.00	18.02	583,225.00
REVENUES OVER/(UNDER) EXPENDITURES	1,000.00	0.00	572,241.69		(571,241.69)

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

460-DEBT SERVICE FUND 2020
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
NON-DEPARTMENTAL	316,810.00	0.00	315,266.44	99.51	1,543.56
TOTAL REVENUES	316,810.00	0.00	315,266.44	99.51	1,543.56
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	315,810.00	0.00	5,305.00	1.68	310,505.00
TOTAL EXPENDITURES	315,810.00	0.00	5,305.00	1.68	310,505.00
REVENUES OVER/(UNDER) EXPENDITURES	1,000.00	0.00	309,961.44		(308,961.44)

460-DEBT SERVICE FUND 2020

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
TAXES					
460-4-60-4020 PENALTY & INTEREST ON TAXES	1,000.00	0.00	955.88	95.59	44.12
460-4-60-4031 PROPERTY TAX-DEBT SERVICE FD	315,610.00	0.00	314,310.56	99.59	1,299.44
TOTAL TAXES	316,610.00	0.00	315,266.44	99.58	1,343.56
MISCELLANEOUS REVENUE					
460-4-60-4573 TRSF FROM WASTEWATER-PAY AGENT	200.00	0.00	0.00	0.00	200.00
460-4-60-4578 FUND BALANCE TRANSFER IN	0.00	0.00	0.00	0.00	0.00
460-4-60-4581 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	200.00	0.00	0.00	0.00	200.00
TOTAL NON-DEPARTMENTAL	316,810.00	0.00	315,266.44	99.51	1,543.56
TOTAL REVENUES	316,810.00	0.00	315,266.44	99.51	1,543.56

460-DEBT SERVICE FUND 2020

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
CONTRACTUAL SERVICES					
460-5-60-5200 BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
460-5-60-5248 DEBT SERVICE INTEREST TAX NOTE	10,610.00	0.00	5,305.00	50.00	5,305.00
460-5-60-5249 DEBT SERVICE PRINCIPAL TAX NTS	305,000.00	0.00	0.00	0.00	305,000.00
460-5-60-5276 PAYING AGENT FEES	200.00	0.00	0.00	0.00	200.00
TOTAL CONTRACTUAL SERVICES	315,810.00	0.00	5,305.00	1.68	310,505.00
MISCELLANEOUS OTHER EXP					
460-5-60-5323 LIFT STATION INSPECT, EMERGENC	0.00	0.00	0.00	0.00	0.00
460-5-60-5324 VALVE MANHOLE GPS MAPPING PROG	0.00	0.00	0.00	0.00	0.00
460-5-60-5345 Depreciation Expense	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS OTHER EXP	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	315,810.00	0.00	5,305.00	1.68	310,505.00
TOTAL EXPENDITURES	315,810.00	0.00	5,305.00	1.68	310,505.00
REVENUES OVER/(UNDER) EXPENDITURES	1,000.00	0.00	309,961.44		(308,961.44)

470-DEBT SERVICE FUND 2023
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
NON DEPARTMENTAL	231,075.00	0.00	232,508.62	100.62	(1,433.62)
TOTAL REVENUES	231,075.00	0.00	232,508.62	100.62	(1,433.62)
EXPENDITURE SUMMARY					
NON DEPARTMENTAL	233,575.00	0.00	86,787.52	37.16	146,787.48
TOTAL EXPENDITURES	233,575.00	0.00	86,787.52	37.16	146,787.48
REVENUES OVER/(UNDER) EXPENDITURES	(2,500.00)	0.00	145,721.10		(148,221.10)

470-DEBT SERVICE FUND 2023

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON DEPARTMENTAL					
TAXES					
470-4-60-4020 PENALTY AND INTEREST ON TAXES	500.00	0.00	1,319.68	263.94	(819.68)
470-4-60-4031 PROPERTY TAX - DEBT SERVICE FD	230,175.00	0.00	231,188.94	100.44	(1,013.94)
TOTAL TAXES	230,675.00	0.00	232,508.62	100.79	(1,833.62)
MISCELLANEOUS REVENUE					
470-4-60-4572 TRSF FROM WATER - PAY AGENT	400.00	0.00	0.00	0.00	400.00
TOTAL MISCELLANEOUS REVENUE	400.00	0.00	0.00	0.00	400.00
TOTAL NON DEPARTMENTAL	231,075.00	0.00	232,508.62	100.62	(1,433.62)
TOTAL REVENUES	231,075.00	0.00	232,508.62	100.62	(1,433.62)

470-DEBT SERVICE FUND 2023

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON DEPARTMENTAL					
CONTRACTUAL SERVICES					
470-5-60-5209 BOND PRINCIPAL - SERIES 2023	60,000.00	0.00	0.00	0.00	60,000.00
470-5-60-5210 BOND INTEREST - SERIES 2023	173,175.00	0.00	86,587.52	50.00	86,587.48
470-5-60-5276 PAYING AGENT FEES	400.00	0.00	200.00	50.00	200.00
TOTAL CONTRACTUAL SERVICES	233,575.00	0.00	86,787.52	37.16	146,787.48
CAPITAL OUTLAY					
470-5-60-5462 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL NON DEPARTMENTAL	233,575.00	0.00	86,787.52	37.16	146,787.48
TOTAL EXPENDITURES	233,575.00	0.00	86,787.52	37.16	146,787.48
REVENUES OVER/(UNDER) EXPENDITURES	(2,500.00)	0.00	145,721.10		(148,221.10)

480-Debt Service Fund 2024
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
NON DEPARTMENTAL	108,250.00	0.00	105,995.99	97.92	2,254.01
TOTAL REVENUES	108,250.00	0.00	105,995.99	97.92	2,254.01
EXPENDITURE SUMMARY					
NON DEPARTMENTAL	108,050.00	0.00	34,025.00	31.49	74,025.00
TOTAL EXPENDITURES	108,050.00	0.00	34,025.00	31.49	74,025.00
REVENUES OVER/(UNDER) EXPENDITURES	200.00	0.00	71,970.99		(71,770.99)

480-Debt Service Fund 2024

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON DEPARTMENTAL					
TAXES					
480-4-60-4020 PENALTY AND INTEREST ON TAXES	200.00	0.00	326.36	163.18	(126.36)
480-4-60-4031 PROPERTY TAX - DEBT SERVICE FD	107,650.00	0.00	105,669.63	98.16	1,980.37
TOTAL TAXES	107,850.00	0.00	105,995.99	98.28	1,854.01
MISCELLANEOUS REVENUE					
480-4-60-4572 TRSF FROM WATER - PAY AGENT	400.00	0.00	0.00	0.00	400.00
TOTAL MISCELLANEOUS REVENUE	400.00	0.00	0.00	0.00	400.00
TOTAL NON DEPARTMENTAL	108,250.00	0.00	105,995.99	97.92	2,254.01
TOTAL REVENUES	108,250.00	0.00	105,995.99	97.92	2,254.01

480-Debt Service Fund 2024

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON DEPARTMENTAL					
CONTRACTUAL SERVICES					
480-5-60-5209 BOND PRINCIPAL - SERIES 2024	40,000.00	0.00	200.00	0.50	39,800.00
480-5-60-5210 BOND INTEREST - SERIES 2024	67,650.00	0.00	33,825.00	50.00	33,825.00
480-5-60-5276 PAYING AGENT FEES	400.00	0.00	0.00	0.00	400.00
TOTAL CONTRACTUAL SERVICES	108,050.00	0.00	34,025.00	31.49	74,025.00
CAPITAL OUTLAY					
480-5-60-5462 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL NON DEPARTMENTAL	108,050.00	0.00	34,025.00	31.49	74,025.00
TOTAL EXPENDITURES	108,050.00	0.00	34,025.00	31.49	74,025.00
REVENUES OVER/(UNDER) EXPENDITURES	200.00	0.00	71,970.99		(71,770.99)

701-CAPITAL PROJECTS FUND
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
NON-DEPARTMENTAL	1,000.00	19.45	926.70	92.67	73.30
TOTAL REVENUES	1,000.00	19.45	926.70	92.67	73.30
EXPENDITURE SUMMARY					
CAPITAL IMPROVEMENTS	2,124,325.00	0.00	1,563,753.97	73.61	560,571.03
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	2,124,325.00	0.00	1,563,753.97	73.61	560,571.03
REVENUES OVER/(UNDER) EXPENDITURES	(2,123,325.00)	19.45	(1,562,827.27)		(560,497.73)

701-CAPITAL PROJECTS FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
CAPITAL IMPROVEMENTS					
UTILITY REVENUE					
701-4-35-4640 OTHER SOURCES - BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
701-4-35-4641 OTHER SOURCES - BOND ISSUANCE	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY REVENUE	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE					
701-4-35-4700 UNEXPENDED BAL TRNSF-WATER FD	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
NON-DEPARTMENTAL					
INVESTMENT INCOME					
701-4-60-4401 INTEREST INCOME - GO BONDS	1,000.00	19.45	926.70	92.67	73.30
TOTAL INVESTMENT INCOME	1,000.00	19.45	926.70	92.67	73.30
MISCELLANEOUS REVENUE					
701-4-60-4540 MISCELLANEOUS RECEIPTS	0.00	0.00	0.00	0.00	0.00
701-4-60-4578 FUND BALANCE TRANSFER IN	0.00	0.00	0.00	0.00	0.00
701-4-60-4579 TRANSFER IN FROM 2023 BOND	0.00	0.00	0.00	0.00	0.00
701-4-60-4581 TRANSF-IN FROM 2023 BOND	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
UTILITY REVENUE					
701-4-60-4640 OTHER SOURCES - BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
701-4-60-4641 OTHER SOURCES - BOND ISSUANCE	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,000.00	19.45	926.70	92.67	73.30
TOTAL REVENUES	1,000.00	19.45	926.70	92.67	73.30

701-CAPITAL PROJECTS FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
CAPITAL IMPROVEMENTS					
CONTRACTUAL SERVICES					
701-5-35-5221 NIXON/PLEASANT DRAINAGE PROJEC	0.00	0.00	0.00	0.00	0.00
701-5-35-5222 HUBBARD/HATLEY DRAINAGE PROJEC	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS OTHER EXP					
701-5-35-5303 BOND ISSUANCE COST	0.00	0.00	0.00	0.00	0.00
701-5-35-5330 WATER CIP PACKAGES 1-4	2,124,325.00	0.00	1,563,753.97	73.61	560,571.03
TOTAL MISCELLANEOUS OTHER EXP	2,124,325.00	0.00	1,563,753.97	73.61	560,571.03
TOTAL CAPITAL IMPROVEMENTS	2,124,325.00	0.00	1,563,753.97	73.61	560,571.03
NON-DEPARTMENTAL					
CONTRACTUAL SERVICES					
701-5-60-5200 BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS OTHER EXP					
701-5-60-5303 BOND ISSUANCE COST	0.00	0.00	0.00	0.00	0.00
701-5-60-5304 BOND INTEREST	0.00	0.00	0.00	0.00	0.00
701-5-60-5323 LIFT STATION INSPECT, EMERGENC	0.00	0.00	0.00	0.00	0.00
701-5-60-5324 VALVE MANHOLE GPS MAPPING PROG	0.00	0.00	0.00	0.00	0.00
701-5-60-5345 Depreciation Expense	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS OTHER EXP	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY					
701-5-60-5460 TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	2,124,325.00	0.00	1,563,753.97	73.61	560,571.03
REVENUES OVER/(UNDER) EXPENDITURES	(2,123,325.00)	19.45	(1,562,827.27)		(560,497.73)

702-DRAINAGE FUND
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
CAPITAL IMPROVEMENTS	40,900.00	2,500.00	19,801.00	48.41	21,099.00
TOTAL REVENUES	40,900.00	2,500.00	19,801.00	48.41	21,099.00
EXPENDITURE SUMMARY					
CAPITAL IMPROVEMENTS	1,021,500.00	17,716.75	450,495.68	44.10	571,004.32
TOTAL EXPENDITURES	1,021,500.00	17,716.75	450,495.68	44.10	571,004.32
REVENUES OVER/(UNDER) EXPENDITURES	(980,600.00)	(15,216.75)	(430,694.68)		(549,905.32)

702-DRAINAGE FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
CAPITAL IMPROVEMENTS					
CHARGE FOR SERVICES					
702-4-35-4221 RSDP ZONE 7	100.00	0.00	0.00	0.00	100.00
702-4-35-4222 RSDP ZONE 1	100.00	0.00	0.00	0.00	100.00
702-4-35-4223 RSDP ZONE 2	100.00	0.00	0.00	0.00	100.00
702-4-35-4224 RCDP ZONE 8	100.00	0.00	0.00	0.00	100.00
702-4-35-4225 RSDP ZONE 5	100.00	0.00	0.00	0.00	100.00
702-4-35-4226 RSDP ZONE 3	100.00	0.00	0.00	0.00	100.00
702-4-35-4227 RSDP ZONE4	100.00	0.00	0.00	0.00	100.00
702-4-35-4228 RSDP ZONE 6	100.00	0.00	0.00	0.00	100.00
702-4-35-4229 RSDP ZONE 9	100.00	0.00	0.00	0.00	100.00
TOTAL CHARGE FOR SERVICES	900.00	0.00	0.00	0.00	900.00
LICENSE & PERMITS					
702-4-35-4309 Site Drainage Inspect Fee	0.00	0.00	0.00	0.00	0.00
702-4-35-4360 DRAINAGE REVIEW REVENUE	40,000.00	2,500.00	19,801.00	49.50	20,199.00
TOTAL LICENSE & PERMITS	40,000.00	2,500.00	19,801.00	49.50	20,199.00
MISCELLANEOUS REVENUE					
702-4-35-4500 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
702-4-35-4578 FUND BALANCE TRANSFER-IN	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE					
702-4-35-4701 UNEXPENDED BAL TRNSF-WASTEWATE	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL IMPROVEMENTS	40,900.00	2,500.00	19,801.00	48.41	21,099.00
TOTAL REVENUES	40,900.00	2,500.00	19,801.00	48.41	21,099.00

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

702-DRAINAGE FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
CAPITAL IMPROVEMENTS					
CONTRACTUAL SERVICES					
702-5-35-5203 Final Site Drainage Inspection	0.00	0.00	0.00	0.00	0.00
702-5-35-5221 NIXON PLEASANT DRAINAGE IMPROV	412,996.00	130.00	37,009.94	8.96	375,986.06
702-5-35-5222 HUBBARD-HATLEY-PICKWICK DRAIN	560,504.00	2,990.00	356,399.82	63.59	204,104.18
702-5-35-5259 PROJECT MANAGEMENT	0.00	0.00	0.00	0.00	0.00
702-5-35-5270 ENGINEERING SERVICES	40,000.00	7,096.75	49,526.00	123.82	(9,526.00)
702-5-35-5274 NIXON PLEASANT DRAINAGE IMPROV	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	1,013,500.00	10,216.75	442,935.76	43.70	570,564.24
CAPITAL OUTLAY					
702-5-35-5407 DRAINAGE EXPENDITURES ZONE 7	0.00	0.00	0.00	0.00	0.00
702-5-35-5485 MS-4 EXPENDITURES	8,000.00	7,500.00	7,559.92	94.50	440.08
TOTAL CAPITAL OUTLAY	8,000.00	7,500.00	7,559.92	94.50	440.08
TOTAL CAPITAL IMPROVEMENTS	1,021,500.00	17,716.75	450,495.68	44.10	571,004.32
TOTAL EXPENDITURES	1,021,500.00	17,716.75	450,495.68	44.10	571,004.32
REVENUES OVER/(UNDER) EXPENDITURES	(980,600.00)	(15,216.75)	(430,694.68)		(549,905.32)

800-WASTE WATER FUND
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
NON-DEPARTMENTAL	1,026,054.00	98,024.27	749,690.95	73.07	276,363.05
TOTAL REVENUES	1,026,054.00	98,024.27	749,690.95	73.07	276,363.05
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	1,296,738.00	79,610.64	714,692.08	55.11	582,045.92
TOTAL EXPENDITURES	1,296,738.00	79,610.64	714,692.08	55.11	582,045.92
REVENUES OVER/(UNDER) EXPENDITURES	(270,684.00)	18,413.63	34,998.87		(305,682.87)

800-WASTE WATER FUND

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
INVESTMENT INCOME					
800-4-60-4400 INTEREST INCOME	10,000.00	1,103.06	8,940.15	89.40	1,059.85
800-4-60-4401 INTEREST INCOME-CHECKING	250.00	0.00	38.38	15.35	211.62
TOTAL INVESTMENT INCOME	10,250.00	1,103.06	8,978.53	87.60	1,271.47
MISCELLANEOUS REVENUE					
800-4-60-4565 GRANT REVENUES	0.00	0.00	0.00	0.00	0.00
800-4-60-4578 FUND BALANCE TRANSFER IN	0.00	0.00	0.00	0.00	0.00
800-4-60-4579 Capital Lease Proceeds - Meter	0.00	0.00	0.00	0.00	0.00
800-4-60-4581 SALE OF VEHICLES	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
UTILITY REVENUE					
800-4-60-4620 WASTEWATER	900,000.00	87,176.39	665,884.46	73.99	234,115.54
800-4-60-4628 CONNECT FEE	3,500.00	0.00	0.00	0.00	3,500.00
800-4-60-4629 GRINDER PUMP MAINT FEE	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY REVENUE	903,500.00	87,176.39	665,884.46	73.70	237,615.54
OTHER REVENUE					
800-4-60-4700 UNEXPENDED BALANCE TRANSFER	0.00	0.00	0.00	0.00	0.00
800-4-60-4706 INDUSTRIAL WASTE SURCHARGE	14,144.00	1,565.30	9,391.80	66.40	4,752.20
800-4-60-4709 PUD WASTEWATER SURCHARGE	98,160.00	8,179.52	65,436.16	66.66	32,723.84
800-4-60-4731 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
800-4-60-4732 TRANSFER FROM 2012 DEBT SVC-FD	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	112,304.00	9,744.82	74,827.96	66.63	37,476.04
TOTAL NON-DEPARTMENTAL	1,026,054.00	98,024.27	749,690.95	73.07	276,363.05
TOTAL REVENUES	1,026,054.00	98,024.27	749,690.95	73.07	276,363.05

800-WASTE WATER FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
PERSONNEL					
800-5-60-5000 SALARY	242,361.00	18,112.04	165,790.92	68.41	76,570.08
800-5-60-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
800-5-60-5006 OVERTIME/PLANNED OVERTIME	5,000.00	103.26	3,105.55	62.11	1,894.45
800-5-60-5007 STIPENDS/CERTIFICATIONS	17,000.00	588.58	4,393.04	25.84	12,606.96
800-5-60-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
800-5-60-5010 TRAINING	2,250.00	0.00	1,255.20	55.79	994.80
800-5-60-5020 HEALTH INSURANCE	25,200.00	1,877.92	21,449.76	85.12	3,750.24
800-5-60-5030 WORKERS COMP INSURANCE	3,325.00	0.00	3,321.82	99.90	3.18
800-5-60-5035 SOCIAL SECURITY/MEDICARE	20,224.00	1,438.50	13,251.84	65.53	6,972.16
800-5-60-5040 UNEMPLOYMENT COMP INSUR	310.00	4.24	169.70	54.74	140.30
800-5-60-5050 TX MUNICIPAL RETIREMENT SYS	37,539.00	2,671.50	23,819.49	63.45	13,719.51
800-5-60-5051 PENSION / OPEB	0.00	0.00	0.00	0.00	0.00
800-5-60-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	353,209.00	24,796.04	236,557.32	66.97	116,651.68
SUPPLIES & OPERATION EXP					
800-5-60-5103 PRINTING & REPRODUCTION	150.00	0.00	0.00	0.00	150.00
800-5-60-5125 TRAVEL	2,250.00	0.00	0.00	0.00	2,250.00
800-5-60-5130 UTILITIES	32,000.00	2,349.15	15,613.56	48.79	16,386.44
800-5-60-5140 TELEPHONE	1,700.00	23.61	188.91	11.11	1,511.09
800-5-60-5145 UNIFORMS & ACCESSORIES	1,000.00	0.00	255.28	25.53	744.72
800-5-60-5163 GRINDER PUMP MAINT/REPLACEMENT	35,000.00	4,123.13	26,299.97	75.14	8,700.03
800-5-60-5166 MAINTENANCE & REPAIRS	24,000.00	0.00	2,937.93	12.24	21,062.07
800-5-60-5167 ADMINISTRATIVE FEES	45,000.00	0.00	0.00	0.00	45,000.00
800-5-60-5168 TRANSFER TO UTILITY BILLING	69,606.00	0.00	0.00	0.00	69,606.00
800-5-60-5171 EQUIPMENT	3,800.00	0.00	3,217.90	84.68	582.10
800-5-60-5172 SAFETY EQUIPMENT	375.00	0.00	189.44	50.52	185.56
800-5-60-5192 Electronic Meter Project	0.00	0.00	0.00	0.00	0.00
800-5-60-5193 METER REPLACEMENT	5,000.00	0.00	3,497.82	69.96	1,502.18
800-5-60-5195 VEHICLE OPERATIONS	2,000.00	237.38	1,176.18	58.81	823.82
TOTAL SUPPLIES & OPERATION EXP	221,881.00	6,733.27	53,376.99	24.06	168,504.01
CONTRACTUAL SERVICES					
800-5-60-5200 BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
800-5-60-5210 LEGAL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
800-5-60-5218 ANNUAL TELEVISING/SMOKE TEST	20,000.00	0.00	0.00	0.00	20,000.00
800-5-60-5219 UTILITY BILLING/COLLECTIONE	0.00	0.00	0.00	0.00	0.00
800-5-60-5232 UTILITY BILLING-COLLECT ADDNL	0.00	0.00	0.00	0.00	0.00
800-5-60-5233 CROSSROADS CONTRACT	97,980.00	8,165.00	57,155.00	58.33	40,825.00
800-5-60-5234 CROSSROADS EMERG/M&O REPAIRS	45,000.00	8,259.60	48,316.54	107.37	(3,316.54)
800-5-60-5240 INSURANCE - PROP & GEN LIAB	434.00	0.00	434.00	100.00	0.00
800-5-60-5255 VEHICLE INSURANCE	1,967.00	0.00	2,237.28	113.74	(270.28)
800-5-60-5270 ENGINEERING SERVICES	2,000.00	275.00	1,850.00	92.50	150.00
800-5-60-5271 RATE CONSULTING SERVICES	0.00	0.00	0.00	0.00	0.00

800-WASTE WATER FUND

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
800-5-60-5277 LCRA WATER RIGHTS	0.00	0.00	1,000.00	0.00	(1,000.00)
800-5-60-5282 CAPITAL RECOVERY FEES-WASTEWAT	0.00	0.00	0.00	0.00	0.00
800-5-60-5290 WASTEWATER FEES	360,000.00	28,881.56	200,907.17	55.81	159,092.83
800-5-60-5292 INDUSTRIAL WASTE SURCHARGES	14,000.00	1,565.31	10,957.17	78.27	3,042.83
TOTAL CONTRACTUAL SERVICES	542,381.00	47,146.47	322,857.16	59.53	219,523.84
MISCELLANEOUS OTHER EXP					
800-5-60-5300 COMPUTER SOFTWARE & SUPPORT	3,300.00	419.61	2,427.39	73.56	872.61
800-5-60-5305 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
800-5-60-5323 LIFT STATION INSPECT, EMERGENC	0.00	0.00	0.00	0.00	0.00
800-5-60-5324 VALVE MANHOLE GPS MAPPING PROG	0.00	0.00	0.00	0.00	0.00
800-5-60-5325 CCTV INSPECTION AND PIPE CLEAN	0.00	0.00	0.00	0.00	0.00
800-5-60-5326 QUARTERLY GIS MAP UPDATE	10,000.00	515.25	1,777.29	17.77	8,222.71
800-5-60-5342 DEBT SERVICE - 2012A INTEREST	0.00	0.00	0.00	0.00	0.00
800-5-60-5345 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
800-5-60-5347 DEBT SERVICE - INTEREST 2019 R	0.00	0.00	0.00	0.00	0.00
800-5-60-5350 TOOLS	1,500.00	0.00	104.80	6.99	1,395.20
800-5-60-5380 PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS OTHER EXP	14,800.00	934.86	4,309.48	29.12	10,490.52
CAPITAL OUTLAY					
800-5-60-5414 COMPUTERS	500.00	0.00	0.00	0.00	500.00
800-5-60-5461 TRANSFER TO WATER FUND	9,777.00	0.00	0.00	0.00	9,777.00
800-5-60-5462 UNEXPENDED BAL TRNSF-DRAINAGE	0.00	0.00	0.00	0.00	0.00
800-5-60-5490 PUBLIC WORKS LOAN PAYABLE	0.00	0.00	0.00	0.00	0.00
800-5-60-5492 AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00
800-5-60-5493 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
800-5-60-5494 VEH FIN NOTE - DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
800-5-60-5495 NEW VEHICLE & OUTFITTING	102,750.00	0.00	59,012.84	57.43	43,737.16
800-5-60-5496 LIFT STATION AUTOMATION	0.00	0.00	0.00	0.00	0.00
800-5-60-5497 LIFT STATION EMERGENCY POWER	0.00	0.00	0.00	0.00	0.00
800-5-60-5498 Meters Fin Note - Debt Svc	51,440.00	0.00	38,578.29	75.00	12,861.71
TOTAL CAPITAL OUTLAY	164,467.00	0.00	97,591.13	59.34	66,875.87
TOTAL NON-DEPARTMENTAL	1,296,738.00	79,610.64	714,692.08	55.11	582,045.92
TOTAL EXPENDITURES	1,296,738.00	79,610.64	714,692.08	55.11	582,045.92
REVENUES OVER/(UNDER) EXPENDITURES	(270,684.00)	18,413.63	34,998.87		(305,682.87)

500-RCDC

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
500-1000	RCDC OPERATING CASH	84,523.07		
500-1005	TEXPOOL	835,197.03		
500-1100	DUE FROM CITY	20,158.41		
500-1350	SALES TAX RECEIVABLE	0.00		
500-1612	ACCUMULATED DEPRECIATION	(654.00)		
500-1750	PARK IMPROVEMENT PROJECT	21,570.00		
			960,794.51	
	TOTAL ASSETS			960,794.51
LIABILITIES				
500-2000	ACCOUNTS PAYABLE	0.00		
500-2020	ACCOUNTS PAYABLE RCDC	0.00		
500-2030	PAYABLE TO CITY	0.00		
500-2060	Retirement Payout Reserve	0.00		
500-2140	Vehicle Financing Notes	0.00		
	TOTAL LIABILITIES		0.00	
EQUITY				
500-3000	FUND BALANCE-UNAPPROPRATED	794,272.51		
500-3001	XXFUND BALANCE	0.00		
500-3010	OTHER FUND BALANCE	0.00		
500-3030	AMOUNTS TO BE PROVIDED FOR	0.00		
	TOTAL BEGINNING EQUITY	794,272.51		
	TOTAL REVENUE	171,904.10		
	TOTAL EXPENSES	5,382.10		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	166,522.00		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		960,794.51	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			960,794.51

2025-2026

RCDC
MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF 05/30/2026, 67% OF FISCAL YEAR

REVENUE STATUS & COMPARISON TO PRIOR YEAR

	CURRENT YEAR: EST. REVENUE	YTD	PERCENT	PRIOR YEAR: YTD	CURRENT YR COMPARED TO PY YR
SALES TAX REVENUE	$ 200,000	$ 157,546	79%	$ 150,610	105%

BUDGET STATUS & COMPARISON TO PRIOR YEAR

	CURRENT YEAR: BUDGET	YTD	PERCENT	YTD	CURRENT YR COMPARED TO PY YR
ECONOMIC DEVELOPMENT:					
REVENUE	$ -	$ -	#DIV/0!	$ -	#DIV/0!
EXPENDITURES	$ 20,000	$ -	0%	$ -	#DIV/0!
NON-PROJECTED RELATED:					
REVENUE	$ 210,000	$ 171,904	82%	$ 161,585	106%
EXPENDITURES	$ 77,000	$ 5,382	7%	$ 2,575	209%
ADDITIONAL NEW PROJECTS:					
REVENUE	$ -		#DIV/0!	$ 250	0%
EXPENDITURES	$ 108,000	$ -	0%	$ -	#DIV/0!

RECAP:	CURRENT YEAR: BUDGET	YTD	PERCENT	YTD	CURRENT YR COMPARED TO PY YR
REVENUE	$ 210,000	$ 171,904	82%	$ 161,835	106%
EXPENDITURES	$ 205,000	$ 5,382	3%	$ 2,575	2.090208978

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

500-RCDC
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
NON-PROJECT RELATED	210,000.00	22,724.39	171,904.10	81.86	38,095.90
TOTAL REVENUES	210,000.00	22,724.39	171,904.10	81.86	38,095.90
EXPENDITURE SUMMARY					
ECONOMIC DEVELOPMENT	20,000.00	0.00	0.00	0.00	20,000.00
NON-PROJECT RELATED	77,000.00	5,382.10	5,382.10	6.99	71,617.90
ADDITIONAL NEW PROJECTS	108,000.00	0.00	0.00	0.00	108,000.00
TOTAL EXPENDITURES	205,000.00	5,382.10	5,382.10	2.63	199,617.90
REVENUES OVER/(UNDER) EXPENDITURES	5,000.00	17,342.29	166,522.00		(161,522.00)

500-RCDC

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-PROJECT RELATED					
TAXES					
500-4-90-4000 SALES TAX REVENUE	200,000.00	20,158.34	157,545.66	78.77	42,454.34
TOTAL TAXES	200,000.00	20,158.34	157,545.66	78.77	42,454.34
INVESTMENT INCOME					
500-4-90-4400 INTEREST INCOME	10,000.00	2,562.84	14,269.82	142.70	(4,269.82)
500-4-90-4401 INTEREST INCOME - CHECKING	0.00	3.21	88.62	0.00	(88.62)
TOTAL INVESTMENT INCOME	10,000.00	2,566.05	14,358.44	143.58	(4,358.44)
MISCELLANEOUS REVENUE					
500-4-90-4581 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL NON-PROJECT RELATED	210,000.00	22,724.39	171,904.10	81.86	38,095.90
TOTAL REVENUES	210,000.00	22,724.39	171,904.10	81.86	38,095.90

500-RCDC

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
ECONOMIC DEVELOPMENT					
OTHER NON-DEPARTMENTAL					
500-5-80-5524 ROLLINGWOOD BUS PROMOTION	20,000.00	0.00	0.00	0.00	20,000.00
500-5-80-5527 COVID-19 RELIEF PROGRAM	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER NON-DEPARTMENTAL	20,000.00	0.00	0.00	0.00	20,000.00
TOTAL ECONOMIC DEVELOPMENT	20,000.00	0.00	0.00	0.00	20,000.00
NON-PROJECT RELATED					
CONTRACTUAL SERVICES					
500-5-90-5275 ADMIN SERVICES AGREEMENT	72,000.00	0.00	0.00	0.00	72,000.00
TOTAL CONTRACTUAL SERVICES	72,000.00	0.00	0.00	0.00	72,000.00
MISCELLANEOUS OTHER EXP					
500-5-90-5340 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
500-5-90-5380 LEGAL EXPENSES	5,000.00	5,382.10	5,382.10	107.64	(382.10)
TOTAL MISCELLANEOUS OTHER EXP	5,000.00	5,382.10	5,382.10	107.64	(382.10)
TOTAL NON-PROJECT RELATED	77,000.00	5,382.10	5,382.10	6.99	71,617.90
ADDITIONAL NEW PROJECTS					
MISCELLANEOUS OTHER EXP					
500-5-95-5387 MOPAC LEGAL EXPENSES	0.00	0.00	0.00	0.00	0.00
500-5-95-5388 PARK IMPROVEMENT PROJECT	50,000.00	0.00	0.00	0.00	50,000.00
500-5-95-5389 COMPREHENSIVE PLAN	0.00	0.00	0.00	0.00	0.00
500-5-95-5390 COMMERCIAL CODES UPDATES COMP	0.00	0.00	0.00	0.00	0.00
500-5-95-5391 MOBILITY, CONNECTIVITY & SAFET	55,000.00	0.00	0.00	0.00	55,000.00
500-5-95-5392 PARK AMENITIES AND PROMOTION	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL MISCELLANEOUS OTHER EXP	108,000.00	0.00	0.00	0.00	108,000.00
CAPITAL OUTLAY					
500-5-95-5490 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL ADDITIONAL NEW PROJECTS	108,000.00	0.00	0.00	0.00	108,000.00
TOTAL EXPENDITURES	205,000.00	5,382.10	5,382.10	2.63	199,617.90
REVENUES OVER/(UNDER) EXPENDITURES	5,000.00	17,342.29	166,522.00		(161,522.00)



Invoice 12146

Date: June 3, 2026

2601 Forest Creek Dr.
Round Rock, TX 78665
512-246-1400
www.crossroadsus.com

Bill To:
City of Rollingwood
403 Nixon Avenue
Rollingwood, TX 78746

	May-26
	Operations & Maintenance
DESCRIPTION	AMOUNT
Basic Service	$ 14,915.00
Lift Station	$ 5,226.92
Water Distribution	$ 3,614.50
Wastewater Collection	$ -
Grinder Pump Issues	$ 5,018.03
Fuel Surcharge	$ 100.34
Total	$ 28,874.79

BILLED - SERVICE ORDER SUMMARY

BILLING CYCLE: MAY 2026

CITY OF ROLLINGWOOD

S/O #	SVC DATE	COMP	ADDRESS	NOTES	LABOR	EQUIP	MAT'L	SUBCON	TOTAL
BASIC SERVICE									
507416A	05/27/26	05/27/26	403 NIXON AVENUE	BASIC SERVICE	0.00	0.00	14,915.00	0.00	14,915.00
							BASIC SERVICE SUBTOTAL		**14,915.00**
GRINDER PUMP ISSUES									
504341A	05/02/26	05/11/26	4902 TIMBERLINE DRIVE	GRINDER PUMP PROBLEM. UPON ARRIVAL, SEWAGE WAS VISIBLE AND THE TANK WAS OVERFLOWING DUE TO PUMP FAILURE. PUMPED DOWN THE TANK INTO BARRELS FOR WEEKEND USE AND SUBMITTED A HYDRO SOURCE REQUEST. CUSTOMER WAS NOTIFIED AND AWARE OF BARRELS IN THE BACKYARD.	286.90	230.80	2.35	0.00	520.05
504813A	05/06/26	05/13/26	13 TREEMONT DR	GRINDER PUMP PROBLEM- CUSTOMER CALLED WITH LOUD GRINDER TANK PUMP; CUSTOMER SIGNED FORM SENT TO HYDRO SOURCE.	66.50	0.00	0.00	563.50	630.00
504977A	05/07/26	05/07/26	4908 ROLLINGWOOD DRIVE	12/3/25 HYDRO SOURCE: ON ARRIVAL, BREAKERS WERE TRIPPED WITH HIGH-LEVEL ALARM. EQD WAS CORRODED AND REPLACED. TESTING SHOWED GROUNDING FAULTS AND PUMP FAILURE; PUMP FOUND SEVERELY CORRODED DUE TO POOR VENTILATION AND MISSING CAP UNDER ROCK COVER. INSTALLED LOANER PUMP AND RESTORED NORMAL OPERATION. SITE CLEANED AND CUSTOMER NOTIFIED. RETURN NEEDED TO SWAP LOANER WITH RW SPARE.	50.50	0.00	3,817.48	0.00	3,867.98
							GRINDER PUMP ISSUES SUBTOTAL		**5,01**

BILLED - SERVICE ORDER SUMMARY

BILLING CYCLE: MAY 2026

CITY OF ROLLINGWOOD

S/O #	SVC DATE	COMP	ADDRESS	NOTES	LABOR	EQUIP	MAT'L	SUBCON	TOTAL
LIFT STATION									
496763A	02/26/26	05/12/26	CORW - LS1 - DELLANA LN	FACILITY WORK COMPLETED - WET WELL PROBLEMS WHEN PUMP KICKS ON, CHECKED FLOATS, PROBLEM PERSISTED, NOTIFIED MAINT	0.00	0.00	0.00	0.00	0.00
502082A	04/14/26	04/28/26	CORW - LS1 - DELLANA LN	WWTS EMERGENCY CLEANING OF LS.	0.00	0.00	0.00	3,312.87	3,312.87
502970A	04/27/26	04/28/26	CORW - LS1 - DELLANA LN	PUMP 1 FAIL. SENT OPERATOR TO RESET ALARM. 8 CALLS.	66.50	0.00	0.00	0.00	66.50
505435A	05/11/26	05/12/26	CORW - LS7 - NIXON DRIVE	ELEC TECH WORK COMPLETED. RESPONDED TO WET WELL BEING PUMPED INTO LOW LEVEL. CALLED SIGHT PRO AND FOUND THAT THE MODEM FOR THE COMMUNICATIONS WAS NOT WORKING AND NEEDED TO BE REPLACED. GOT SIGHT PRO COMING OUT TO INSTALL NEW MODEM. ISSUE WILL BE RESOLVED BY END OF DAY.	1,230.00	588.80	28.75	0.00	1,847.55
505953A	05/14/26	05/21/26	CORW - LS7 - NIXON DRIVE	SPECIAL FACILITY CHECK. DROVE FROM ANOTHER DISTRICT TO TAKE PICTURES OF A BROKEN HYDRO RANGER IN THE CONTROL PANEL, SO WE CAN GET A REPLACEMENT. CLOSED EVERYTHING BACK UP STATION IS FUNCTIONING LIKE I FOUND IT.	0.00	0.00	0.00	0.00	0.00
							LIFT STATION SUBTOTAL		**5,226.92**
WATER DISTRIBUTION									
495287A	02/14/26	04/29/26	4815 TIMBERLINE DRIVE	MET WITH CUSTOMER - CUST CALLED NO WATER - TRIED TO CALL CUSTOMER WENT TO VOICEMAIL AND VOICEMAIL WAS FULL - SENT INFORMATION OVER	66.50	0.00	0.00	0.00	66.50

BILLED - SERVICE ORDER SUMMARY
BILLING CYCLE: MAY 2026
CITY OF ROLLINGWOOD

S/O #	SVC DATE	COMP	ADDRESS	NOTES	LABOR	EQUIP	MAT'L	SUBCON	TOTAL
WATER DISTRIBUTION									
				TO CITY OF ROLLING WOOD					
497157A	02/27/26	05/16/26	2602 ROLLINGWOOD DRIVE	WORK COMPLETED-WATER DIST SYSTEM. DUG DOWN TO VERIFY TAP SIZE AND CONFIRMED A 1" COPPER SERVICE LINE WITH A 3/4" ANGLE STOP.	154.50	115.40	0.00	0.00	269.90
497158A	03/04/26	05/15/26	IN DISTRICT ROLLINGWOOD	WORK COMPLETED-WATER DIST SYSTEM. 2/27 CHECKED UPSTREAM AND DOWNSTREAM MAINLINE PRESSURES THROUGHOUT THE DISTRICT. 3/4 VERIFIED DISTRICT PRESSURE ON PRV MAINLINE VALVE AND CHECKED HYDRANT PRESSURE NEAR THE MASTER METER.	738.50	346.20	0.00	0.00	1,084.70
500971A	03/30/26	05/04/26	2602 PICKWICK LN	SENT TO CITY STAFF TO INVESTIGATE.	66.50	0.00	0.00	0.00	66.50
504345A	05/02/26	05/11/26	5 INWOOD CIR	CRIMPED & REPAIRED TAP LEAK. 5/1/2026 EXCAVATED AND EXPOSED THE 3" MAIN LINE TO INSTALL A CLAMP AND STOP THE LEAK. 5/2/2026 BACKFILLED WITH PEA GRAVEL AND TOPSOIL, GRADED THE AREA, AND RESTORED THE SITE APPEARANCE.	1,374.70	692.40	0.00	0.00	2,067.10
504374A	05/04/26	05/04/26	IN DISTRICT ROLLINGWOOD	TOTAL COLIFORM SAMPLES FOR MARCH.	0.00	0.00	0.00	59.80	59.80
							WATER DISTRIBUTION SUBTOTAL		**3,614.50**

BILLED - SERVICE ORDER SUMMARY

BILLING CYCLE: MAY 2026

LABOR/EQUIPMENT/MATERIAL/SUBCON TOTALS	4,101.10	1,973.60	18,763.58	3,936.17

GRAND TOTAL	28,774.45

Crossroads utility services

2601 Forest Creek Dr
Round Rock, TX 78665-1232

Statement #: 12146

Page 1

Statement

Month: MAY 2026
Client: CITY OF ROLLINGWOOD
Statement Date: 06/03/26

Work Category	Amount
BASIC SERVICE	$14,915.00
GRINDER PUMP ISSUES	$5,018.03
LIFT STATION	$5,226.92
WATER DISTRIBUTION	$3,614.50
Total This Statement:	$28,774.45

Invoice for Basic Service

Crossroads Utility Services
2601 Forest Creek Dr.
Round Rock, TX 78665
Phone: 281-620-3986
Fax:

Client:
CITY OF ROLLINGWOOD

Billing Cycle:
MAY 2026

Operations Fee - Wastewater System	$8,165.00
Operations Fee - Water System	$6,750.00
Total BASIC SERVICE	**$14,915.00**

Crossroads Utility Services

Inv # 12146-3
BCycle MAY 2026
SvrOrd# 504813
Page # 1

Invoice Date: 06/03/26 **Department:** SANITARY
District: CITY OF ROLLINGWOOD
Location: 13 TREEMONT DR
Reported By: HOLLAHAN STEVE **Telephone Number:**
GRINDER PUMP ISSUES
Date Completed: 05/13/26

Description of Work Performed:

GRINDER PUMP PROBLEM- CUSTOMER CALLED WITH LOUD GRINDER TANK PUMP; CUSTOMER SIGNED FORM SENT TO HYDRO SOURCE.

Description		Qty	Price	Amount
Subcontract				
HYDRO 16802		1.00	563.5000	563.50
	Subcontract			**563.50**
		Service Order Total:		**563.50**

INVOICE	#16802
SERVICE DATE	May 08, 2026
PAYMENT TERMS	Net 60
DUE DATE	Jul 12, 2026
AMOUNT DUE	**$490.00**

CROSSROADS UTILITY SERVICES, LLC
2601 FOREST CREEK DRIVE
Round Rock, TX 78665

(512) 246-1400
invoicing@crossroadsus.com

SERVICE ADDRESS

13 Treemont Dr
Austin, TX 78746

CONTACT US

14 Applegate Cir
Round Rock, TX 78665

(512) 572-6188
SERVICE@hydrosourcetx.com

INVOICE

PO#49241
05/08/2026 BB
On arrival GFCI plug was flipped not letting pump kick on in on level. The station is full. I reset outlet and tested getting 120 volts. When I plugged in the on/float I was only getting 13 volts. I plugged just the pump in and it kicked on no problem. I replaced the plug in float and retested. The pump kick on and shut off and the right level. I recommend doing a full upgrade.

Services	qty	unit price	amount
SERVICE CALL	1.0	$435.00	$435.00
Materials	**qty**	**unit price**	**amount**
SD-S40NO - ROTO FLOAT SWITCH, SUSPEND	1.0	$55.00	$55.00

Subtotal	$490.00
Job Total	**$490.00**
Amount Due	**$490.00**

Thank you for your business. Please contact us with any questions or concerns.

Crossroads Utility Services

Inv # 12146-4
BCycle MAY 2026
SvrOrd# 504977
Page # 1

Invoice Date: 06/03/26 **Department:** SANITARY
District: CITY OF ROLLINGWOOD
Location: 4908 ROLLINGWOOD DRIVE
Reported By: FRISCHHERTZ, JENNIFER **Telephone Number:**
GRINDER PUMP ISSUES
Date Completed: 05/07/26

Description of Work Performed:

12/3/25 HYDRO SOURCE: ON ARRIVAL, BREAKERS WERE TRIPPED WITH HIGH-LEVEL ALARM. EQD WAS CORRODED AND REPLACED. TESTING SHOWED GROUNDING FAULTS AND PUMP FAILURE; PUMP FOUND SEVERELY CORRODED DUE TO POOR VENTILATION AND MISSING CAP UNDER ROCK COVER. INSTALLED LOANER PUMP AND RESTORED NORMAL OPERATION. SITE CLEANED AND CUSTOMER NOTIFIED. RETURN NEEDED TO SWAP LOANER WITH RW SPARE.

	Description		Qty	Price	Amount
Material					
	HYDRO SOURCE 16015		1.00	3,817.4825	3,817.48
		Material			**3,817.48**
				Service Order Total:	**3,817.48**

HYDRO SOURCE

INVOICE	#16015
SERVICE DATE	Jan 16, 2026
PAYMENT TERMS	Net 30
DUE DATE	Jan 02, 2026
AMOUNT DUE	**$3,319.55**

CROSSROADS UTILITY SERVICES, LLC
2601 FOREST CREEK DRIVE
Round Rock, TX 78665

(512) 246-1400
invoicing@crossroadsus.com

SERVICE ADDRESS 50497A

4908 Rollingwood Dr IN:WH957326
OUT:GH592907/Decom WH977393
West Lake Hills, TX 78746

CONTACT US

14 Applegate Cir
Round Rock, TX 78665

(512) 572-6188
SERVICE@hydrosourcetx.com

INVOICE

PO#? 49261

12/03/25 BB

On arrival breakers were on and station was in off level, code shows high level. Equalizer was in factory position, EQD was corroded, replaced with new female insert and supply cable tested good. Continuity showed floating shorts from ground to everything and pump was unresponsive. I pulled pump and found out the pump was very corroded due to not having any ventilation from being covered by decorative rock, mushroom cap not there. I dropped in a red loaner due to not having a spare on me & retested with voltage 250 and amps 5.9. All ops back to normal, cleaned site & notified customer. Will need to return to swap out loaner with a RW spare.

Services	qty	unit price	amount
SERVICE CALL	1.0	$435.00	$435.00
SERVICES - TARIFF	1.0	$25.00	$25.00
SERVICES - RETURN TRIP	1.0	$145.00	$145.00
Materials	**qty**	**unit price**	**amount**
EQD (FEMALE) PLUS INSTALL	1.0	$64.55	$64.55
SERVICE INVENTORY - SD-U200A08AAA UPGRADE W-Series Core | U200A08AAA -Upgrade 240 Volt Model 7' Core Cable 48 inch Hose and No Supply Cable	1.0	$2,650.00	$2,650.00

SC4977A

Subtotal	$3,319
Job Total	**$3,319.55**
Amount Due	**$3,319.55**

Thank you for your business. Please contact us with any questions or concerns.

See our Terms & Conditions

Crossroads Utility Services

Inv # 12146-5
BCycle MAY 2026
SvrOrd# 502082
Page # 1

Invoice Date: 06/03/26 **Department:** SUB-OPER
District: CITY OF ROLLINGWOOD
Location: CORW - LS1 - DELLANA LN
Reported By:
Telephone Number: LIFT STATION
Date Completed: 04/28/26

Description of Work Performed:

WWTS EMERGENCY CLEANING OF LS.

Description		Qty	Price	Amount
Subcontract				
WWTS 11139177		1.00	3,312.8740	3,312.87
	Subcontract			**3,312.87**
		Service Order Total:		**3,312.87**

Invoice
11139177
4/14/2026

826 Linger Ln
Austin TX 78721
(512) 973-8484

Bill To:

Email & Mail Manifests -
Crossroads Utility Services
2601 Forest Creek Drive
Round Rock TX 78665
United States

Service Location:

CORW Lift Station # 1
2604 Dellana Lane
Rollingwood TX 78746
United States

Terms	Due Date	PO #	Sales Rep
Net 60	6/23/2026	48819	House

Service Date	Manifest	Quantity	Item	Rate	Amount
4/14/2026	JR/DR	3	Hours Unit 6027 - Vac-con Vactor Truck: Emergency service for cleaning lift station to the floor to remove solids, rags, grease, grit, heavy grease and flow. (10:45 AM - 1:45 PM)	$354.00	$1,062.00
4/14/2026	GG	3	Hours Unit 2013 - Bobtail Vacuum Truck: Emergency service for pumping wastewater during cleaning, offloading Vactor Truck and transportation for off-site disposal. (10:45 AM - 1:45 PM)	$225.00	$675.00
4/14/2026	1447330 GG	✓ 1,500	Gallons of Sanitary Sewer Solids Disposal Site: WRM-Linger	$0.48	$720.00
		1	Environmental & Energy Recovery Fee		$227.27
		1	Fuel Surcharge		$196.49

Pay your bill online at:

www.wastewaterts.com

Customer ID: 132877

Remit To: 826 Linger Ln, Austin, TX 78721

For more information on fees and surcharges click here.

Invoice Total	$2,880.76
Invoice Balance	$2,880.76

Thank you for doing business with us!
We know the world is full of choices.
Thanks for choosing us!

Crossroads Utility Services

Inv # 12146-6
BCycle MAY 2026
SvrOrd# 505435
Page # 1

Invoice Date: 06/03/26 **Department:** ELECTRICAL TECH
District: CITY OF ROLLINGWOOD
Location: CORW - LS7 - NIXON DRIVE
Reported By:
Telephone Number:
LIFT STATION
Date Completed: 05/12/26

Description of Work Performed:

ELEC TECH WORK COMPLETED. RESPONDED TO WET WELL BEING PUMPED INTO LOW LEVEL. CALLED SIGHT PRO AND FOUND THAT THE MODEM FOR THE COMMUNICATIONS WAS NOT WORKING AND NEEDED TO BE REPLACED. GOT SIGHT PRO COMING OUT TO INSTALL NEW MODEM. ISSUE WILL BE RESOLVED BY END OF DAY.

	Description	Qty	Price	Amount
Material				
	TIER 1 MATERIALS	1.00	28.7500	28.75
	Material			**28.75**
		Service Order Total:		**28.75**

Crossroads Utility Services

Inv # 12146-7
BCycle MAY 2026
SvrOrd# 504374
Page # 1

Invoice Date: 06/03/26 **Department:** SUB-OPER
District: CITY OF ROLLINGWOOD
Location: IN DISTRICT ROLLINGWOOD
Reported By:
Telephone Number: WATER DISTRIBUTION
Date Completed: 05/04/26
Description of Work Performed:
TOTAL COLIFORM SAMPLES FOR MARCH.

Description		Qty	Price	Amount
Subcontract				
AQUA TECH 83125		1.00	59.8000	59.80
	Subcontract			**59.80**
		Service Order Total:		**59.80**

AQUA-TECH LABORATORIES, INC.
635 Phil Gramm Blvd., Bryan TX 77807
P: (979)778-3707, F: (979)778-3193
email: accounting@aqua-techlabs.com

Invoice

Invoice Number: 83125
Invoice Date: 4/29/2026

Bill To:	Comments:
Crossroads Utility Service 2601 Forest Creek Dr. ROUND ROCK, TX 78665-1232	March 2026 Analysis Rollingwood

Customer ID	Customer PO	Payment Terms	Due Date	Discount
Crossroads Utility Service	*	NET 30 Days	5/29/2026	

Quantity	Item ID & Matrix	Description (see key below)	Unit Price	Amount
2	A Total Coliform DW	Total Coliform SM 9223 [NEL]	26.00	52.00

Location: A-Austin Laboratory Parameter (all others through Bryan Laboratory)

Matrix Codes: NP-Non Potable Water, DW-Drinking Water, SL-Solid

NEL-NELAC Accredited, SUB-Subcontracted, INF-Informational (not certified)
DWP-Accredited through the TCEQ DW Commercial Lab Approval Program
ANR-Accreditation Not Required

Total Invoice Amount	$52.00
Payments/Credits Applied	$0.00
TOTAL	**$52.00**

Empty sample containers, which may contain site references, will be bagged and disposed via municipal waste collection.

Go paperless! If you prefer to have your invoices e-mailed, please send a request to accounting@aqua-techlabs.com and we will make the change for you.
Thank you for your business!

K·FRIESE + ASSOCIATES
A LOCHNER COMPANY

City of Rollingwood
ATTN: Alun Thomas
403 Nixon
Rollingwood, Texas 78746

Invoice Date 05/11/26
Invoice No. 2604023

KFA Project No.	Project Name:	Current Invoice Amount	Period Covered
0764	Rollingwood General Engineering Services	$ 17,449.25	April 2026
	Total this Invoice	**$ 17,449.25**	

Client: City of Rollingwood
Invoice No.: 2604023
Project Description: General Engineering Services
Project Reporting Period: March 28, 2026, to April 24, 2026
Project Manager: Maritza A. Almada, PE

1. Site Development Plans (Drainage) and RSDP Review

a. Drainage Plan Reviews

Lochner Task No.	Project Address	Status	Date Returned
431	501 Riley	Limestone headwall coordination	-
329	304 Vale	TCO vs CO coordination	04/02/2026
300	303 Pleasant	Detention pond removal coordination	04/08/2026
464	4905 South Crest	Drainage Review 2.1 - Returned	03/25/2026

b. Residential Stormwater Discharge Permit (RSDP)

Lochner Task No.	Project Address	Status	Date Returned

c. Drainage Plan Inspections

Lochner Task No.	Project Address	Status	Date Returned
329	304 Vale	Drainage Observation – Recommended CO	04/02/2026
413	4 Westgate	Drainage Observation – CO Recommendation	04/09/2026
398	4808 Timberline	Drainage Observation – CO Recommendation	04/17/2026
413	4 Westgate Circle	Drainage Observation – Recommended CO	04/09/2026
441	3205 Pickwick	Drainage Observation – Recommended TCO	04/15/2026

2. Zoning Reviews for Site Development Plans

Lochner Task No.	Project Address	Status	Date Returned

3. Plat Reviews

Lochner Task No.	Project Address	Status	Date Returned

4. Right-of-Way Reviews

Lochner Task No.	Project Address	Status	Date Returned

5. Work Authorization Project Updates

Project	Project Summary	Status	Next steps
WA03 Hubbard, Hatley, Drainage Improvements PS&E	Preparation of plans, specifications and estimates for the development of a construction bid package. Option 2 from the PER has been selected as the preferred option which proposes to construct a storm drain system from the creek at Almarion Way extending upstream to Hatley, Hubbard and Pickwick.	Project in construction. Work in progress includes construction of storm drain on Almarion Way and Hubbard. Hubbard-Hutley final drainage modifications in progress.	Anticipated completion in February 2026.
WA04 Nixon/Pleasant Drainage Improvements PS&E	Preparation of plans, specifications and estimates for the development of a construction bid package. This will include channel improvements and Segment 1 of the storm sewer improvements.	Work in progress includes mill and overlay of pavement. Installed safety grate at storm drain headwall Project completion anticipated by Dec. 2025.	Anticipated completion in February 2026.
WA07 Water CIP Bond Program – Packages 1-4	Residents of Rollingwood approved Bond Proposition A, a $5.3M bond to fund improvements to the city's water system as identified in the City's Water Capital Improvements Plan (CIP).	Project is in construction and nearing completion.	Construction is completed, awaiting final drainage modifications to the Hubbard-Hatley project.

6. General Engineering Services

Task	Assignment Summary	Status	Next steps
General	General coordination with City staff regarding engineering services, monthly report preparation and attendance of meeting, as requested.	On-Going. Bi-weekly meetings	Ongoing Coordination.
Development Services	Coordination with City staff regarding on-going development services.	On-going for developments.	
MS4 Compliance	Coordination with City staff on compliance with the Storm Water Management Permit for the 2025 calendar year.	2024 Stormwater Management Program was Approved by TCEQ on 09/05/2025.	Present to City Council next year. Continue tracking Storm Water Management Plan.
Water Rights Application (LCRA)	City is applying to secure their own water rights with LCRA, as they currently have a wholesale agreement through the City of Austin.	Presented at City Council on 08/20/2025 and resubmitted to LCRA.	The City has the updated application and will mail to LCRA.
Rollingwood Park Drainage Improvements	Coordination with City staff and IWS for the park detention pond and retaining wall improvements. Supporting review of submitted plans.	Inactive.	
Drainage Issue at Vale and Bettis	City requests to review the drainage issue at Vale and Bettis and provide recommendations for next steps. Drainage issue: Roadway defects along Vale create a low point in the roadway resulting in ponding and overtopping onto private property. Objective is to identify measures to eliminate unintended ponding and reestablish the roadway's hydraulic function.	Lochner evaluated 2 potential solutions including limited reconstruction and a more extensive full intersection reconstruction. Ongoing coordination.	

Task	Assignment Summary	Status	Next steps
City of Austin Atlas 14 Floodplain Update	The City of Austin has begun a five-year effort to update floodplain maps in the Austin area. The maps are being updated with Atlas 14 rainfall data. Lochner attended COA informational virtual public meeting over Zoom. Eanes Creek is likely to be restudied. It is likely to lead to a floodplain increase, which will impact properties along the creeks.	Inactive. Continue to monitor progress. Have not received any recent updates.	

K FRIESE + ASSOCIATES
A LOCHNER COMPANY

K Friese & Associates, LLC.
1120 South Capital of Texas Highway
CityView 2, Suite 100
Austin, Texas 78746
(512) 338-1704

May 5, 2026
Project No: KFA000764
Invoice No: 2604023

Alun Thomas
City of Rollingwood
403 Nixon
Rollingwood, TX 78746

Project **KFA000764** **Rollingwood General Engineering Services**

Professional Services from March 28, 2026 to April 24, 2026

Task **00100** **General Engineering**
Professional Personnel

	Hours	Rate	Amount	
Acosta, Shelby	1.00	138.00	138.00	
Almada, Maritza	16.00	179.00	2,864.00	
Brandon, Bernard	7.50	275.00	2,062.50	
Martinez, Christy	.50	105.00	52.50	
Totals	25.00		5,117.00	
Total Labor				**5,117.00**
			Total this Task	**$5,117.00**

Task **00101** **Development Services**
Professional Personnel

	Hours	Rate	Amount	
Rodriquez, Zane	1.75	168.00	294.00	
Totals	1.75		294.00	
Total Labor				**294.00**
			Total this Task	**$294.00**

Task **00102** **Water**
Professional Personnel

	Hours	Rate	Amount	
Ballard, Victoria	9.00	142.00	1,278.00	
Blackburn, Gregory	6.00	275.00	1,650.00	
Hennecke, Noah	2.50	142.00	355.00	
Williams, Philip	2.50	179.00	447.50	
Totals	20.00		3,730.50	
Total Labor				**3,730.50**
			Total this Task	**$3,730.50**

Task **00103** **Wastewater**

Professional Personnel

	Hours	Rate	Amount	
Blackburn, Gregory	1.00	275.00	275.00	
Totals	1.00		275.00	
Total Labor				**275.00**
			Total this Task	**$275.00**

Task 00107 GIS
Professional Personnel

	Hours	Rate	Amount	
Stotts, Matthew	1.00	138.00	138.00	
Totals	1.00		138.00	
Total Labor				**138.00**
			Total this Task	**$138.00**

Task 00109 Zoning Consulting
Professional Personnel

	Hours	Rate	Amount	
Rodriquez, Zane	2.75	168.00	462.00	
Totals	2.75		462.00	
Total Labor				**462.00**
			Total this Task	**$462.00**

Task 00321 DR-104 Riley Road
Professional Personnel

	Hours	Rate	Amount	
Almada, Maritza	1.00	179.00	179.00	
Totals	1.00		179.00	
Total Labor				**179.00**
			Total this Task	**$179.00**

Task 00329 DR-304 Vale
Professional Personnel

	Hours	Rate	Amount	
Almada, Maritza	3.00	179.00	537.00	
Totals	3.00		537.00	
Total Labor				**537.00**
			Total this Task	**$537.00**

Task 00398 DR - 4808 Timberline Drive
Professional Personnel

	Hours	Rate	Amount	
Almada, Maritza	7.50	179.00	1,342.50	
Brandon, Bernard	1.00	275.00	275.00	
Totals	8.50		1,617.50	
Total Labor				**1,617.50**
			Total this Task	**$1,617.50**

Task 00413 DR - 4 Westgate Circle

Professional Personnel

		Hours	Rate	Amount	
Almada, Maritza		3.00	179.00	537.00	
	Totals	3.00		537.00	
	Total Labor				**537.00**
			Total this Task		**$537.00**

Task 00421 DR - 302 Inwood [New Pool]
Professional Personnel

		Hours	Rate	Amount	
Almada, Maritza		1.50	179.00	268.50	
	Totals	1.50		268.50	
	Total Labor				**268.50**
			Total this Task		**$268.50**

Task 00431 DR - 501 Riley
Professional Personnel

		Hours	Rate	Amount	
Acosta, Shelby		2.00	138.00	276.00	
Almada, Maritza		12.00	179.00	2,148.00	
Salinas, Abe		1.00	360.00	360.00	
	Totals	15.00		2,784.00	
	Total Labor				**2,784.00**
			Total this Task		**$2,784.00**

Task 00441 3205 Pickwick (Drainage)
Professional Personnel

		Hours	Rate	Amount	
Almada, Maritza		4.25	179.00	760.75	
Brandon, Bernard		1.00	275.00	275.00	
	Totals	5.25		1,035.75	
	Total Labor				**1,035.75**
			Total this Task		**$1,035.75**

Task 00624 ZR-104 Riley Road
Professional Personnel

		Hours	Rate	Amount	
Rodriquez, Zane		.75	168.00	126.00	
	Totals	.75		126.00	
	Total Labor				**126.00**
			Total this Task		**$126.00**

Task 00712 ZR - 501 Riley
Professional Personnel

		Hours	Rate	Amount	
Rodriquez, Zane		1.00	168.00	168.00	
Salinas, Abe		.50	360.00	180.00	
	Totals	1.50		348.00	
	Total Labor				**348.00**

Total this Task	**$348.00**
Total this Phase	**$17,449.25**
Total this Invoice	**$17,449.25**

	Current	Prior	Total
Billings to Date	**17,449.25**	**1,171,715.76**	**1,189,165.01**

Billing Backup

Tuesday, May 5, 2026

K Friese & Associates, LLC Invoice 2604023 Dated 5/5/2026 3:15:17 PM

Project KFA000764 Rollingwood General Engineering Services

Task 00100 General Engineering

Professional Personnel

		Hours	Rate	Amount	
Acosta, Shelby	3/30/2026	.50	138.00	69.00	
vale & bettis exhibit					
Acosta, Shelby	3/31/2026	.50	138.00	69.00	
vale & bettis exhibit					
Almada, Maritza	3/31/2026	2.00	179.00	358.00	
QC comments + updating Exhibit					
Almada, Maritza	4/6/2026	3.00	179.00	537.00	
Project Report + Coordination					
Almada, Maritza	4/7/2026	1.00	179.00	179.00	
MS4 updates					
Almada, Maritza	4/9/2026	3.50	179.00	626.50	
Vale & Bettis					
Almada, Maritza	4/10/2026	2.00	179.00	358.00	
misc coordination + new project					
Almada, Maritza	4/13/2026	.50	179.00	89.50	
project plan updates					
Almada, Maritza	4/20/2026	2.00	179.00	358.00	
park improvements drainage research					
Almada, Maritza	4/21/2026	2.00	179.00	358.00	
Plan Review + Updating Progress Report + internal coordination					
Brandon, Bernard	4/2/2026	2.00	275.00	550.00	
Email correspondence and internal coordination					
Brandon, Bernard	4/7/2026	.50	275.00	137.50	
Rollingwood Quarterly GIS Update					
Brandon, Bernard	4/9/2026	2.00	275.00	550.00	
Email correspondence and internal coordination					
Brandon, Bernard	4/17/2026	2.00	275.00	550.00	
Email correspondence and internal coordination (includes Limestone retaining wall - 501 Riley)					
Brandon, Bernard	4/24/2026	1.00	275.00	275.00	
Email correspondence and internal coordination					
Martinez, Christy	4/9/2026	.50	105.00	52.50	
Monthly invoicing					
Totals		25.00		5,117.00	
Total Labor					**5,117.00**
			Total this Task		**$5,117.00**

Task 00101 Development Services

Professional Personnel

		Hours	Rate	Amount
Rodriquez, Zane	3/30/2026	.75	168.00	126.00
accounting clean up				
Rodriquez, Zane	4/13/2026	.50	168.00	84.00
review coordination, general check of permits				
Rodriquez, Zane	4/20/2026	.50	168.00	84.00

check on review queue					
	Totals		1.75	294.00	
	Total Labor				**294.00**
				Total this Task	**$294.00**

Task 00102 Water

Professional Personnel

		Hours	Rate	Amount	
Ballard, Victoria	4/17/2026	2.00	142.00	284.00	
Water system pressure issues investigation/ meeting prep					
Ballard, Victoria	4/20/2026	3.00	142.00	426.00	
WATER MODEL PRESSURE CHANGES STUDY					
Ballard, Victoria	4/24/2026	4.00	142.00	568.00	
WATER AUDIT RESEARCH					
Blackburn, Gregory	3/30/2026	1.00	275.00	275.00	
Low water pressure issues, data review from crossroads/city					
Blackburn, Gregory	4/7/2026	1.00	275.00	275.00	
GIS coordination					
Blackburn, Gregory	4/15/2026	1.00	275.00	275.00	
Water rights coordination with City of Austin and LCRA					
Blackburn, Gregory	4/20/2026	1.00	275.00	275.00	
Low pressure issues, coordination with City					
Blackburn, Gregory	4/20/2026	1.00	275.00	275.00	
COA coordination with wholesale agreement changes with LCRA water rights					
Blackburn, Gregory	4/24/2026	1.00	275.00	275.00	
Coordination on low pressure issues and water loss audit					
Hennecke, Noah	4/20/2026	1.50	142.00	213.00	
Reviewing agenda/meeting minutes from WCID 10 board meetings for mention of City of Austin contract regarding LCRA. Researching similar contracts for LCRA rights with City of Austin for similar municipalities.					
Hennecke, Noah	4/24/2026	1.00	142.00	142.00	
Creating one page summary of the requirements Shady Hollow needs to follow in regards to City of Austin wholesale water contract.					
Williams, Philip	4/1/2026	1.00	179.00	179.00	
WCP, DCP, and 2025 water usage coordination with LCRA					
Williams, Philip	4/20/2026	1.00	179.00	179.00	
contracts review, treat and transport contract request					
Williams, Philip	4/24/2026	.50	179.00	89.50	
task coordination					
	Totals	20.00		3,730.50	
	Total Labor				**3,730.50**
				Total this Task	**$3,730.50**

Task 00103 Wastewater

Professional Personnel

		Hours	Rate	Amount	
Blackburn, Gregory	4/22/2026	1.00	275.00	275.00	
COA wastewater permit info					
	Totals	1.00		275.00	
	Total Labor				**275.00**

Total this Task **$275.00**

Task 00107 GIS

Professional Personnel

		Hours	Rate	Amount	
Stotts, Matthew	4/6/2026	1.00	138.00	138.00	
GIS 1/4 review and meeting					
Totals		1.00		138.00	
Total Labor					**138.00**

Total this Task **$138.00**

Task 00109 Zoning Consulting

Professional Personnel

		Hours	Rate	Amount	
Rodriquez, Zane	4/6/2026	.50	168.00	84.00	
retaining wall zoning consultant					
Rodriquez, Zane	4/7/2026	.50	168.00	84.00	
retaining wall zoning consultant					
Rodriquez, Zane	4/9/2026	.75	168.00	126.00	
zoning consulting					
Rodriquez, Zane	4/10/2026	1.00	168.00	168.00	
mechanical equipment zoning consulting					
Totals		2.75		462.00	
Total Labor					**462.00**

Total this Task **$462.00**

Task 00321 DR-104 Riley Road

Professional Personnel

		Hours	Rate	Amount	
Almada, Maritza	3/31/2026	1.00	179.00	179.00	
104 Riley coordination w/CEG					
Totals		1.00		179.00	
Total Labor					**179.00**

Total this Task **$179.00**

Task 00329 DR-304 Vale

Professional Personnel

		Hours	Rate	Amount	
Almada, Maritza	3/31/2026	2.00	179.00	358.00	
304 Vale updating Drainage Observation Report, coordination					
Almada, Maritza	4/2/2026	1.00	179.00	179.00	
304 Vale internal coordination					
Totals		3.00		537.00	
Total Labor					**537.00**

Total this Task **$537.00**

Task 00398 DR - 4808 Timberline Drive

Professional Personnel

		Hours	Rate	Amount	
Almada, Maritza	4/9/2026	2.00	179.00	358.00	
Reviewing Plan set + coordination w/Contractor					
Almada, Maritza	4/10/2026	1.00	179.00	179.00	
coordination w/Contractor + scheduling site observation					
Almada, Maritza	4/13/2026	.50	179.00	89.50	
coordination for drainage observation					
Almada, Maritza	4/16/2026	4.00	179.00	716.00	
drainage observation + report + qc comments					
Brandon, Bernard	4/17/2026	1.00	275.00	275.00	
Drainage Observation QC					
Totals		8.50		1,617.50	
Total Labor					**1,617.50**

Total this Task **$1,617.50**

Task 00413 DR - 4 Westgate Circle

Professional Personnel

		Hours	Rate	Amount	
Almada, Maritza	4/6/2026	1.00	179.00	179.00	
Coordination with Owner					
Almada, Maritza	4/9/2026	2.00	179.00	358.00	
4 Westgate Coordination					
Totals		3.00		537.00	
Total Labor					**537.00**

Total this Task **$537.00**

Task 00421 DR - 302 Inwood [New Pool]

Professional Personnel

		Hours	Rate	Amount	
Almada, Maritza	4/2/2026	1.50	179.00	268.50	
303 Pleasant detention question + internal coordination					
Totals		1.50		268.50	
Total Labor					**268.50**

Total this Task **$268.50**

Task 00431 DR - 501 Riley

Professional Personnel

		Hours	Rate	Amount
Acosta, Shelby	4/2/2026	1.50	138.00	207.00
501 Riley Construction Walkthrough				
Acosta, Shelby	4/3/2026	.50	138.00	69.00

501 Riley Construction Walkthrough - discussion with Maritza

Almada, Maritza	3/31/2026	2.00	179.00	358.00
501 Riley Reviewing Plan Set + Photographs				
Almada, Maritza	4/2/2026	1.00	179.00	179.00
coordination w/Shelby for site visit				
Almada, Maritza	4/3/2026	1.50	179.00	268.50
coordination + next steps				
Almada, Maritza	4/6/2026	3.00	179.00	537.00
501 Riley Coordination				
Almada, Maritza	4/13/2026	1.50	179.00	268.50
coordination + plan review				
Almada, Maritza	4/14/2026	1.00	179.00	179.00
coordination + plan review				
Almada, Maritza	4/15/2026	2.00	179.00	358.00
call w/owners + landscape architect, limestone headwall				
Salinas, Abe	4/15/2026	1.00	360.00	360.00
Retaining wall discussion with landscape architect and property owner				
Totals		15.00		2,784.00
Total Labor				**2,784.00**

Total this Task **$2,784.00**

Task 00441 3205 Pickwick (Drainage)

Professional Personnel

		Hours	Rate	Amount
Almada, Maritza	4/13/2026	.25	179.00	44.75
coordination for drainage observation				
Almada, Maritza	4/14/2026	2.00	179.00	358.00
drainage observation				
Almada, Maritza	4/15/2026	2.00	179.00	358.00
DOR + QC comments				
Brandon, Bernard	4/17/2026	1.00	275.00	275.00
Drainage Observation QC				
Totals		5.25		1,035.75
Total Labor				**1,035.75**

Total this Task **$1,035.75**

Task 00624 ZR-104 Riley Road

Professional Personnel

		Hours	Rate	Amount
Rodriquez, Zane	4/22/2026	.75	168.00	126.00
PUE email response				
Totals		.75		126.00
Total Labor				**126.00**

Total this Task **$126.00**

Task 00712 ZR - 501 Riley

Professional Personnel

		Hours	Rate	Amount	
Rodriquez, Zane	3/30/2026	1.00	168.00	168.00	
retaining wall zoning info					
Salinas, Abe	4/6/2026	.50	360.00	180.00	
Retaining wall issue coordination					
Totals		1.50		348.00	
Total Labor					**348.00**
			Total this Task		**$348.00**
			Total this Phase		**$17,449.25**
			Total this Project		**$17,449.25**
			Total this Report		**$17,449.25**

K·FRIESE
+ ASSOCIATES
A LOCHNER COMPANY

City of Rollingwood
ATTN: Alun Thomas
403 Nixon
Rollingwood, Texas 78746

Invoice Date 06/04/26
Invoice No. 2605033

KFA Project No.	Project Name:	Current Invoice Amount	Period Covered
0764	Rollingwood General Engineering Services	$ 21,607.50	May 2026
	Total this Invoice	**$ 21,607.50**	

Client: City of Rollingwood
Invoice No.: 2605033
Project Description: General Engineering Services
Project Reporting Period: May 01, 2026, to May 31, 2026
Project Manager: Maritza A. Almada, PE

1. Site Development Plans (Drainage) and RSDP Review

a. Drainage Plan Reviews

Lochner Task No.	Project Address	Status	Date Returned
469	301 Wallis	Drainage Review 1 – Reviewed	05-26-26
468	2403 Bettis	Drainage Review 2 – Reviewed	05-21-26

b. Residential Stormwater Discharge Permit (RSDP)

Lochner Task No.	Project Address	Status	Date Returned

c. Drainage Plan Inspections

Lochner Task No.	Project Address	Status	Date Returned
431	501 Riley	Drainage Observation – TCO Recommended	05-06-26
433	4807 Timberline	Drainage Observation – TCO Recommended	05-29-26
429	401 Inwood	Drainage Observation – TCO Recommended	05-29-26
441	3205 Pickwick	Drainage Observation – CO Recommended	04-29-26

2. Zoning Reviews for Site Development Plans

Lochner Task No.	Project Address	Status	Date Returned
747	2403 Bettis	Zoning Review 2 - Reviewed	05-21-26
748	301 Wallis	Zoning Review 1 - Reviewed	05-26-26
744	203 Wallis	Zoning Review 2 - Reviewed	06-01-26

3. Plat Reviews

Lochner Task No.	Project Address	Status	Date Returned

4. Right-of-Way Reviews

Lochner Task No.	Project Address	Status	Date Returned

5. Work Authorization Project Updates

Project	Project Summary	Status	Next steps
WA03 Hubbard, Hatley, Drainage Improvements PS&E	Preparation of plans, specifications and estimates for the development of a construction bid package. Option 2 from the PER has been selected as the preferred option which proposes to construct a storm drain system from the creek at Almarion Way extending upstream to Hatley, Hubbard and Pickwick.	Project in construction. Work in progress includes construction of storm drain on Almarion Way and Hubbard. Hubbard-Hutley final drainage modifications in progress.	Anticipated completion in February 2026.
WA04 Nixon/Pleasant Drainage Improvements PS&E	Preparation of plans, specifications and estimates for the development of a construction bid package. This will include channel improvements and Segment 1 of the storm sewer improvements.	Work in progress includes mill and overlay of pavement. Installed safety grate at storm drain headwall Project completion anticipated by Dec. 2025.	Anticipated completion in February 2026.
WA07 Water CIP Bond Program – Packages 1-4	Residents of Rollingwood approved Bond Proposition A, a $5.3M bond to fund improvements to the city's water system as identified in the City's Water Capital Improvements Plan (CIP).	Project is in construction and nearing completion.	Construction is completed, awaiting final drainage modifications to the Hubbard-Hatley project.

6. General Engineering Services

Task	Assignment Summary	Status	Next steps
General	General coordination with City staff regarding engineering services, monthly report preparation and attendance of meeting, as requested.	On-Going. Bi-weekly meetings	Ongoing Coordination.
Development Services	Coordination with City staff regarding on-going development services.	On-going for developments.	
MS4 Compliance	Coordination with City staff on compliance with the Storm Water Management Permit for the 2025 calendar year.	2024 Stormwater Management Program was Approved by TCEQ on 09/05/2025.	Present to City Council next year. Continue tracking Storm Water Management Plan.
Water Rights Application (LCRA)	City is applying to secure their own water rights with LCRA, as they currently have a wholesale agreement through the City of Austin.	Presented at City Council on 08/20/2025 and resubmitted to LCRA.	The City has the updated application and will mail to LCRA.
Rollingwood Park Drainage Improvements	Coordination with City staff and IWS for the park detention pond and retaining wall improvements. Supporting review of submitted plans.	Inactive.	

Task	Assignment Summary	Status	Next steps
City of Austin Atlas 14 Floodplain Update	The City of Austin has begun a five-year effort to update floodplain maps in the Austin area. The maps are being updated with Atlas 14 rainfall data. Lochner attended COA informational virtual public meeting over Zoom. Eanes Creek is likely to be restudied. It is likely to lead to a floodplain increase, which will impact properties along the creeks.	Inactive. Continue to monitor progress. Have not received any recent updates.	
Parks Commission	The Parks Commission is proposing improvements and expansion to the upper parking lot and requested estimates and drainage requirements for this project from Lochner.	Lochner provided a Technical Memo summarizing the benefits and negatives for various paving solutions.	Parks Commission to decide paving option of their choice and carry out drainage study.

K Friese & Associates, LLC.
1120 South Capital of Texas Highway
CityView 2, Suite 100
Austin, Texas 78746
(512) 338-1704

June 4, 2026
Project No: KFA000764
Invoice No: 2605033

Alun Thomas
City of Rollingwood
403 Nixon
Rollingwood, TX 78746

Project **KFA000764** **Rollingwood General Engineering Services**

Professional Services from May 1, 2026 to May 31, 2026

Task **00100** **General Engineering**
Professional Personnel

	Hours	Rate	Amount
Almada, Maritza	12.00	179.00	2,148.00
Brandon, Bernard	10.00	275.00	2,750.00
Martinez, Christy	.50	105.00	52.50
Martinez, Marlo	.25	105.00	26.25
Salinas, Abe	6.00	360.00	2,160.00
Totals	28.75		7,136.75
Total Labor			**7,136.75**

Total this Task **$7,136.75**

Task **00101** **Development Services**
Professional Personnel

	Hours	Rate	Amount
Rodriquez, Zane	1.00	168.00	168.00
Totals	1.00		168.00
Total Labor			**168.00**

Total this Task **$168.00**

Task **00102** **Water**
Professional Personnel

	Hours	Rate	Amount
Ballard, Victoria	7.00	142.00	994.00
Blackburn, Gregory	9.00	275.00	2,475.00
Hennecke, Noah	3.50	142.00	497.00
Williams, Philip	19.50	179.00	3,490.50
Windell, Katie	2.00		0.00
Totals	41.00		7,456.50
Total Labor			**7,456.50**

Total this Task **$7,456.50**

Task **00103** **Wastewater**

Professional Personnel

	Hours	Rate	Amount	
Blackburn, Gregory	.50	275.00	137.50	
Totals	.50		137.50	
Total Labor				**137.50**
			Total this Task	**$137.50**

Task 00106 Drainage

Professional Personnel

	Hours	Rate	Amount	
Acosta, Shelby	.50	138.00	69.00	
Salinas, Abe	1.50	360.00	540.00	
Totals	2.00		609.00	
Total Labor				**609.00**
			Total this Task	**$609.00**

Task 00429 DR - 401 Inwood

Professional Personnel

	Hours	Rate	Amount	
Ballard, Victoria	6.00	142.00	852.00	
Totals	6.00		852.00	
Total Labor				**852.00**
			Total this Task	**$852.00**

Task 00431 DR - 501 Riley

Professional Personnel

	Hours	Rate	Amount	
Almada, Maritza	9.75	179.00	1,745.25	
Brandon, Bernard	.50	275.00	137.50	
Salinas, Abe	1.00	360.00	360.00	
Totals	11.25		2,242.75	
Total Labor				**2,242.75**
			Total this Task	**$2,242.75**

Task 00433 DR - 4807 Timberline Drive

Professional Personnel

	Hours	Rate	Amount	
Ballard, Victoria	6.00	142.00	852.00	
Totals	6.00		852.00	
Total Labor				**852.00**
			Total this Task	**$852.00**

Task 00441 3205 Pickwick (Drainage)

Professional Personnel

	Hours	Rate	Amount	
Almada, Maritza	1.00	179.00	179.00	
Totals	1.00		179.00	
Total Labor				**179.00**
			Total this Task	**$179.00**

Task 00468 2403 Bettis (Drainage)
Professional Personnel

	Hours	Rate	Amount	
Almada, Maritza	1.00	179.00	179.00	
Brandon, Bernard	1.00	275.00	275.00	
Totals	2.00		454.00	
Total Labor				**454.00**
			Total this Task	**$454.00**

Task 00469 301 Wallis (Drainage)
Professional Personnel

	Hours	Rate	Amount	
Almada, Maritza	3.50	179.00	626.50	
Brandon, Bernard	.50	275.00	137.50	
Totals	4.00		764.00	
Total Labor				**764.00**
			Total this Task	**$764.00**

Task 00747 2403 Bettis (Zoning)
Professional Personnel

	Hours	Rate	Amount	
Rodriquez, Zane	1.75	168.00	294.00	
Totals	1.75		294.00	
Total Labor				**294.00**
			Total this Task	**$294.00**

Task 00748 301 Wallis (Zoning)
Professional Personnel

	Hours	Rate	Amount	
Rodriquez, Zane	2.75	168.00	462.00	
Totals	2.75		462.00	
Total Labor				**462.00**
			Total this Task	**$462.00**
			Total this Phase	**$21,607.50**
			Total this Invoice	**$21,607.50**

	Current	Prior	Total
Billings to Date	**21,607.50**	**1,189,165.01**	**1,210,772.51**

Billing Backup

Thursday, June 4, 2026

K Friese & Associates, LLC Invoice 2605033 Dated 6/4/2026 11:49:27 AM

Project KFA000764 Rollingwood General Engineering Services

Task 00100 General Engineering

Professional Personnel

		Hours	Rate	Amount	
Almada, Maritza	4/29/2026	2.00	179.00	358.00	
Park Improvements Internal Coordination					
Almada, Maritza	4/30/2026	1.50	179.00	268.50	
Park Improvements Internal Coordination					
Almada, Maritza	5/4/2026	1.00	179.00	179.00	
Park Improvements QC + Memo					
Almada, Maritza	5/6/2026	3.00	179.00	537.00	
Park Improvements QC + Memo Progress Report + Invoicing					
Almada, Maritza	5/8/2026	1.00	179.00	179.00	
misc coordination					
Almada, Maritza	5/11/2026	2.00	179.00	358.00	
misc coordination + project plans + progress report					
Almada, Maritza	5/13/2026	.50	179.00	89.50	
bi-weekly meeting + internal coordination					
Almada, Maritza	5/14/2026	1.00	179.00	179.00	
accounting coordination + updating project plans					
Brandon, Bernard	5/1/2026	3.00	275.00	825.00	
Email correspondence and internal coordination					
Brandon, Bernard	5/8/2026	3.00	275.00	825.00	
Email correspondence and internal coordination (includes 501 Riley Retaining Wall Memo QC)					
Brandon, Bernard	5/15/2026	2.00	275.00	550.00	
Email correspondence and internal coordination					
Brandon, Bernard	5/22/2026	2.00	275.00	550.00	
Email correspondence and internal coordination					
Martinez, Christy	5/11/2026	.50	105.00	52.50	
Monthly invoicing					
Martinez, Marlo	4/27/2026	.25	105.00	26.25	
project audit					
Salinas, Abe	4/29/2026	2.00	360.00	720.00	
Rollingwood Park - provide memo documenting consideration for 3 paving option					
Salinas, Abe	4/30/2026	3.00	360.00	1,080.00	
Rollingwood Park - provide memo documenting consideration for 3 paving option					
Salinas, Abe	5/7/2026	.50	360.00	180.00	
Rollingwood Park - Parks Commission support					
Salinas, Abe	5/8/2026	.50	360.00	180.00	
Rollingwood Park - Parks Commission support					
	Totals	28.75		7,136.75	
	Total Labor				**7,136.75**
			Total this Task		**$7,136.75**

Task 00101 Development Services

Professional Personnel

		Hours	Rate	Amount	
Rodriquez, Zane	4/27/2026	.25	168.00	42.00	
IC email					
Rodriquez, Zane	5/11/2026	.75	168.00	126.00	
intake and organization of zoning and driange reviews					
Totals		1.00		168.00	
Total Labor					**168.00**
			Total this Task		**$168.00**

Task 00102 Water

Professional Personnel

		Hours	Rate	Amount
Ballard, Victoria	5/5/2026	3.00	142.00	426.00
water model meeting with Phil; Pressure issues PDF				
Ballard, Victoria	5/22/2026	4.00	142.00	568.00
Site visit prep; site visit - water pressure investigation; GIS updates				
Blackburn, Gregory	4/29/2026	.50	275.00	137.50
Wholesale water meeting with City of Austin				
Blackburn, Gregory	5/1/2026	.50	275.00	137.50
LCRA water rights research for COA contract				
Blackburn, Gregory	5/6/2026	1.00	275.00	275.00
Low pressure issues				
Blackburn, Gregory	5/7/2026	1.00	275.00	275.00
Low pressure issues				
Blackburn, Gregory	5/8/2026	1.00	275.00	275.00
Low pressure issues review				
Blackburn, Gregory	5/11/2026	1.00	275.00	275.00
Low pressure issues, city/developer coordination				
Blackburn, Gregory	5/18/2026	.50	275.00	137.50
Low water pressures				
Blackburn, Gregory	5/19/2026	.50	275.00	137.50
Low water pressure issues, coordination				
Blackburn, Gregory	5/22/2026	3.00	275.00	825.00
Low water pressures, field investigations				
Hennecke, Noah	5/1/2026	2.00	142.00	284.00
Creating prompts for model contract language & TCEQ/LCRA water losses, researching how COA tracks water losses				
Hennecke, Noah	5/7/2026	1.00	142.00	142.00
Researching examples for water loss in Texas				
Hennecke, Noah	5/8/2026	.50	142.00	71.00
Reviewing TWDB guidelines for tracking water losses				
Williams, Philip	4/27/2026	1.50	179.00	268.50
water loss audit information request and requirements review and coordination; review Noah's treat and transport contract notes				
Williams, Philip	4/28/2026	.50	179.00	89.50
treat and transport contract notes coordination				
Williams, Philip	4/29/2026	1.00	179.00	179.00
City of Austin and City of Rollingwood wholesale water contract coordination meeting and prep				
Williams, Philip	5/1/2026	1.00	179.00	179.00
water contracts discussion and coordination				
Williams, Philip	5/4/2026	.50	179.00	89.50
model intro and tasks coordination with Vicky				
Williams, Philip	5/6/2026	1.50	179.00	268.50
water model and system map review and pressure exhibits coordination				

Williams, Philip	5/7/2026	.50	179.00	89.50	
pressures discussion with Vicky, water loss tracking research coordination with Noah					
Williams, Philip	5/11/2026	1.00	179.00	179.00	
low pressure issues coordination					
Williams, Philip	5/12/2026	.25	179.00	44.75	
LCRA contract discussion					
Williams, Philip	5/13/2026	1.00	179.00	179.00	
LCRA contract and pressure issues coordination					
Williams, Philip	5/15/2026	.75	179.00	134.25	
pressure issues site visit coordination and prep					
Williams, Philip	5/18/2026	3.00	179.00	537.00	
water pressure issues and valves site visit, prep, and discussion					
Williams, Philip	5/19/2026	2.00	179.00	358.00	
water pressures issues discussions, exhibits, and coordination					
Williams, Philip	5/21/2026	1.00	179.00	179.00	
site visit prep					
Williams, Philip	5/22/2026	4.00	179.00	716.00	
pressure issues site visit and coordination, water model analysis					
Windell, Katie	5/22/2026	2.00		0.00	
Rollingwood pressure reading site visit					
Totals		41.00		7,456.50	
Total Labor					**7,456.50**
			Total this Task		**$7,456.50**

Task 00103 Wastewater

Professional Personnel

		Hours	Rate	Amount	
Blackburn, Gregory	5/7/2026	.50	275.00	137.50	
WW permit coordination, data request					
Totals		.50		137.50	
Total Labor					**137.50**
			Total this Task		**$137.50**

Task 00106 Drainage

Professional Personnel

		Hours	Rate	Amount	
Acosta, Shelby	5/20/2026	.50	138.00	69.00	
bettis and inwood exhibit for Abe meeting					
Salinas, Abe	5/20/2026	.50	360.00	180.00	
Inwood & Bettis discussion					
Salinas, Abe	5/21/2026	1.00	360.00	360.00	
Review Inwood drainage issue					
Totals		2.00		609.00	
Total Labor					**609.00**
			Total this Task		**$609.00**

Task 00429 DR - 401 Inwood

Professional Personnel

		Hours	Rate	Amount	
Ballard, Victoria	5/18/2026	6.00	142.00	852.00	
Drainage observation site visit, observation report					
Totals		6.00		852.00	
Total Labor					**852.00**

Total this Task **$852.00**

Task 00431 DR - 501 Riley

Professional Personnel

		Hours	Rate	Amount	
Almada, Maritza	4/29/2026	2.00	179.00	358.00	
coordination w/Contractor + reviewing plan set					
Almada, Maritza	4/30/2026	2.00	179.00	358.00	
Drainage Observation					
Almada, Maritza	5/4/2026	2.00	179.00	358.00	
Drainage Observation Report + QC					
Almada, Maritza	5/6/2026	1.00	179.00	179.00	
Internal Coordination + Limestone Hadwall Discussion + Memo					
Almada, Maritza	5/7/2026	2.00	179.00	358.00	
Internal Coordination + Limestone Hadwall Discussion + Memo					
Almada, Maritza	5/8/2026	.75	179.00	134.25	
Internal Coordination + Limestone Hadwall Discussion + Memo					
Brandon, Bernard	5/6/2026	.50	275.00	137.50	
Drainage Observation QC					
Salinas, Abe	5/8/2026	1.00	360.00	360.00	
Memo review					
Totals		11.25		2,242.75	
Total Labor					**2,242.75**

Total this Task **$2,242.75**

Task 00433 DR - 4807 Timberline Drive

Professional Personnel

		Hours	Rate	Amount	
Ballard, Victoria	5/19/2026	6.00	142.00	852.00	
Drainage observation site visit; report					
Totals		6.00		852.00	
Total Labor					**852.00**

Total this Task **$852.00**

Task 00441 3205 Pickwick (Drainage)

Professional Personnel

		Hours	Rate	Amount	
Almada, Maritza	4/29/2026	1.00	179.00	179.00	
3205 Pickwick updating DOR w/docs from contractor					
Totals		1.00		179.00	
Total Labor					**179.00**

Total this Task **$179.00**

Task 00468 2403 Bettis (Drainage)

Professional Personnel

		Hours	Rate	Amount
Almada, Maritza	5/11/2026	1.00	179.00	179.00
2403 Bettis Drainage Review 2				
Brandon, Bernard	5/18/2026	1.00	275.00	275.00
Task 468 2403 Bettis Drainage Review 2 QC (1-hr)				
Totals		2.00		454.00
Total Labor				**454.00**

Total this Task **$454.00**

Task 00469 301 Wallis (Drainage)

Professional Personnel

		Hours	Rate	Amount
Almada, Maritza	5/11/2026	3.50	179.00	626.50
301 Wallis Drainage Review 1				
Brandon, Bernard	5/18/2026	.50	275.00	137.50
Task 469 301 Wallis Drainage Review 1 QC (0.5-hr)				
Totals		4.00		764.00
Total Labor				**764.00**

Total this Task **$764.00**

Task 00747 2403 Bettis (Zoning)

Professional Personnel

		Hours	Rate	Amount
Rodriquez, Zane	5/11/2026	1.25	168.00	210.00
Review of plans and comment letter				
Rodriquez, Zane	5/21/2026	.50	168.00	84.00
Updating letter with new comment				
Totals		1.75		294.00
Total Labor				**294.00**

Total this Task **$294.00**

Task 00748 301 Wallis (Zoning)

Professional Personnel

		Hours	Rate	Amount
Rodriquez, Zane	5/11/2026	2.00	168.00	336.00
Review of plans				
Rodriquez, Zane	5/12/2026	.75	168.00	126.00
review of plans and comment letter				
Totals		2.75		462.00
Total Labor				**462.00**

Total this Task	**$462.00**
Total this Phase	**$21,607.50**
Total this Project	**$21,607.50**
Total this Report	**$21,607.50**

Crossroads utility services

OPERATOR'S REPORT

City of Rollingwood







June 17, 2026

MEMORANDUM

To: City Administrator, City of Rollingwood
From: Ben Ingallina, Crossroads Utility Services LLC
Subject: Monthly Report
Date: 06/07/2026

Previous Directives

- *No directives*

Current Operations Report

I. **Utility Operations Report**

A. **Billing Report/ Water Accountability** – Please see enclosed water operations report

B. **Water System Operations and Maintenance** –

a. No items to report

C. **Wastewater Collection System Operations and Maintenance** – No items to report

D. **Lift Station Maintenance** – *See enclosed report*

II. **Customer Service Issues** – No reported issues

III. **Emergency Response Items –** No new items

IV. **Drought Contingency Plan / Watering Restrictions**

a. Lake Travis Level –670.16 Current Storage 922,438, acre-feet (82.5% full) + 8.6% up from last month.
b. The City of Austin returned to Conservation Stage Drought Water Use Restrictions (Stage1) watering restrictions – (Started September 2nd 2025) Find Your Watering Day | AustinTexas.gov

Current Water Restrictions

Austin residents can protect their lakes, the environment, and their future water supply by watering only one day a week. Join your neighbors in helping your community and wallet by adhering to the mandatory watering days and times.

By watering only one day a week with a typical automatic irrigation system rather than two to three times a week, a household could save 7,000 to 14,000 gallons a month. That could be a savings of up to $150 a month, depending on how much additional water is used by a household.

As of September 2, 2025, the City of Austin returned to Conservation Stage Drought Water Use Restrictions.

- **Residential**
  - Hose-end Sprinklers & Drip Irrigation - two days per week - midnight to 10 a.m. or 7 p.m. to midnight.
    - Even addresses – Thursday and Sunday
    - Odd addresses – Wednesday and Saturday
  - Automatic & Manual Irrigation Systems - one day per week - midnight to 10 a.m. or 7 p.m. to midnight.
    - Even addresses - Thursday
    - Odd addresses - Wednesday
- **Commercial / Multi-family**
  - Drip Irrigation - two days per week - midnight to 10 a.m. and/or 7 p.m. to midnight
    - All Addresses- Tuesday and Friday
  - Automatic & Manual Irrigation Systems - one day per week - midnight to 10 a.m. and/or 7 p.m. to midnight
    - Even addresses - Tuesday
    - Odd addresses - Friday
- **Public Schools / HOAs / Golf Course Fairways**
  - Hose-end Sprinklers & Drip Irrigation - two days per week - midnight to 10 a.m. and/or 7 p.m. to midnight
    - All addresses – Monday and Thursday
  - Automatic & Manual Irrigation Systems - one day per week - midnight to 10 a.m. and/or 7 p.m. to midnight
    - All addresses – Monday

- **Wasting water** is prohibited.
- Home car washing must be done with positive shutoff valve.
- Charity car washes can be held at commercial car washes.
- Fountains must recirculate water.
- Restaurants may not serve water unless requested by a customer.
- Patio misters at commercial properties (including restaurants and bars) may only operate between 4 p.m. and midnight.

- **Commercial power/pressure washing equipment** must meet efficiency requirements.
- Golf courses using potable water can only irrigate fairways on their watering day; tees and greens can be watered every other day if Austin Water is notified.
- Irrigation of golf course fairways allowed between midnight and 5:00 a.m. or between 7:00 p.m. and midnight on designated outdoor water-use days only
- Irrigation of golf course greens or tees allowed every other day with notice to and approval by Austin Water only

MEMORANDUM

To: City of Rollingwood
From: Ben Ingallina, Crossroads Utility Services LLC
Subject: Lift Station Report Detail
Date: 06/09/2026

Lift Station 1 – Dellana Ln.

- Pump 2 running, diesel pump still on site. Awaiting arrival of new pump from manufacturer. 10-12 weeks.

Lift Station 2 – Hatley Dr.

- No issues.

Lift Station 3 – Almarion Way

- No issues. Build up on top of wet well- will need cleaning in future.

Lift Station 4- Rockway Cv.

- No issues.

Lift Station 5 – Vale Dr.

- No issues.

Lift Station 6 – Pleasant Cv.

- No issues. Build up on top of wet well- will need cleaning in future.

Lift Station 7 – Nixon Dr.

- No issues.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Water Utilities Division

Monthly Operational Report For Public Water Systems Purchasing Treated Water From Another System
Which Uses Surface Water Sources or Groundwater Sources Under The Influence of Surface Water

PUBLIC WATER SYSTEM NAME: **City of Rollingwood** System I.D. #: 2270016

Month: **May 2026** Submitted by: Date:

No. of Connections: **537** License #: Grade:

TREATED WATER PURCHASED FROM A WHOLESALE SUPPLIER

Date	Quantity (mgd)	Date	Quantity (mgd)
1	0.178	16	0.237
2	0.180	17	0.240
3	0.180	18	0.343
4	0.281	19	0.252
5	0.309	20	0.235
6	0.274	21	0.245
7	0.280	22	0.212
8	0.188	23	0.204
9	0.189	24	0.207
10	0.188	25	0.209
11	0.221	26	0.258
12	0.383	27	0.211
13	0.378	28	0.311
14	0.413	29	0.255
15	0.244	30	0.260
		31	0.255

Monthly Summary (mgd)	
Total Monthly Purchase:	7.820
Average Daily:	0.252
Maximum Daily:	0.413
Minimum Daily:	0.178

DISTRIBUTION SYSTEM
(DISINFECTANT RESIDUAL MONITORING)

Minimum allowable disinfectant residual: 0.5 mg/L

Total no. of measurements this month: 29

No. of measurements below the limit: 0

Percentage of the measurements below the limit this month: 0% (1A)

Percentage of the measurements below the limit last month: 0% (1B)

PUBLIC NOTIFICATION

TREATMENT TECHNIQUE VIOLATION	Yes/No	If YES, Date when Notice was Given to the: TCEQ	Customers*
More that 5.0% of the disinfectant residuals in the distribution system below acceptable levels for two consecutive months? - see (1A) and (1B)	NO		

* A sample copy of the Notice to the customers must accompany this report.

MASTER METER REPORT

DISTRICT: **City of Rollingwood** MONTH: **May 2026**

LOCATION: **Bee Cave Woods** I.D. #: **2270016**

		METER #07914810	SIZE 6"	METER #18713312	SIZE 3"	TOTAL FLOW	TOTAL GAL PURCHASED	CHLORINE RESIDUAL
DAY	DATE	A	TH GAL	B	TH GAL	TH GAL	MG	mg/L
Fri	1	282012	173.0	66901	5.0	178.0	0.178	2.3
Thu	2	282185	174.0	66971	6.0	180.0	0.180	2.2
Fri	3	282359	173.0	67041	7.0	180.0	0.180	2.1
Sat	4	282532	273.0	67111	8.0	281.0	0.281	2.2
Sun	5	282805	304.0	67168	5.0	309.0	0.309	2.1
Mon	6	283109	272.0	67210	2.0	274.0	0.274	
Tue	7	283381	279.0	67348	1.0	280.0	0.280	2.2
Wed	8	283660	184.0	67428	4.0	188.0	0.188	2.3
Thu	9	283844	185.0	67505	4.0	189.0	0.189	1.7
Fri	10	284029	185.0	67583	3.0	188.0	0.188	2.0
Sat	11	284214	218.0	67660	3.0	221.0	0.221	2.4
Sun	12	284432	381.0	67738	2.0	383.0	0.383	1.8
Mon	13	284813	376.0	67815	2.0	378.0	0.378	2.0
Tue	14	285189	407.0	67895	6.0	413.0	0.413	2.0
Wed	15	285596	235.0	67975	9.0	244.0	0.244	1.9
Thu	16	285831	235.0	68053	2.0	237.0	0.237	2.2
Fri	17	286066	235.0	68130	5.0	240.0	0.240	1.8
Sat	18	286301	336.0	68207	7.0	343.0	0.343	2.1
Sun	19	286637	249.0	68292	5.0	254.0	0.252	2.0
Mon	20	286886	230.0	68365	5.0	235.0	0.235	2.1
Tue	21	287116	240.0	68442	5.0	245.0	0.245	2.0
Wed	22	287356	203.0	68514	9.0	212.0	0.212	1.9
Thu	23	287559	203.0	68594	1.0	204.0	0.204	1.2
Fri	24	287762	204.0	68673	3.0	207.0	0.207	2.3
Sat	25	287966	203.0	68752	6.0	209.0	0.209	2.3
Sun	26	288169	250.0	68831	8.0	258.0	0.258	2.2
Mon	27	288419	207.0	68912	4.0	211.0	0.211	2.3
Tue	28	288626	305.0	68989	6.0	311.0	0.311	
Wed	29	288931	251.0	69068	4.0	255.0	0.255	
Thu	30	289182	251.0	69143	9.0	260.0	0.260	2.3
Fri	31	289433	251.0	69219	4.0	255.0	0.255	2.2
Sat	1	289684		69295	0.0			
Total			7672.0		150.0	7822.0	7.8	
Avg.			247.5		4.7	252.3	0.252	2.1
Max.			407.0		9.0	413.0	0.413	2.4
Min.			173.0		0.0	178.0	0.178	1.2

Operator: _____

MASTER METER REPORT

DISTRICT: **City of Rollingwood** MONTH: **May 2026**

LOCATION: **Hatley MM** I.D. #: **2270016**

		METER	SIZE	METER	SIZE	TOTAL
		No S/n	6"	#151074A	3"	FLOW
DAY	DATE	A	TH GAL	B	TH GAL	TH GAL
Fri	1	101	0.0	7569	0.0	0.0
Thu	2	101	0.0	7569	0.0	0.0
Fri	3	101	0.0	7569	0.0	0.0
Sat	4	101	0.0	7569	0.0	0.0
Sun	5	101	0.0	7569	0.0	0.0
Mon	6	101	0.0	7569	0.0	0.0
Tue	7	101	0.0	7569	0.0	0.0
Wed	8	101	0.0	7569	0.0	0.0
Thu	9	101	0.0	7569	0.0	0.0
Fri	10	101	0.0	7569	0.0	0.0
Sat	11	101	0.0	7569	0.0	0.0
Sun	12	101	0.0	7569	0.0	0.0
Mon	13	101	0.0	7569	0.0	0.0
Tue	14	101	0.0	7569	0.0	0.0
Wed	15	101	0.0	7569	0.0	0.0
Thu	16	101	0.0	7569	0.0	0.0
Fri	17	101	0.0	7569	0.0	0.0
Sat	18	101	0.0	7569	0.0	0.0
Sun	19	101	1.0	7569	1.0	2.0
Mon	20	102	0.0	7570	0.0	0.0
Tue	21	102	0.0	7570	0.0	0.0
Wed	22	102	0.0	7570	0.0	0.0
Thu	23	102	0.0	7570	0.0	0.0
Fri	24	102	0.0	7570	0.0	0.0
Sat	25	102	0.0	7570	0.0	0.0
Sun	26	102	0.0	7570	0.0	0.0
Mon	27	102	0.0	7570	0.0	0.0
Tue	28	102	0.0	7570	0.0	0.0
Wed	29	102	0.0	7570	0.0	0.0
Thu	30	102	0.0	7570	0.0	0.0
Fri	31	102	0.0	7570	0.0	0.0
Sat	1	102		7570		
Total			1.0		1.0	2.0
Avg.			0.0		0.0	0.1
Max.			1.0		1.0	2.0
Min.			0.0		0.0	0.0

Operator: _____

MASTER METER REPORT

DISTRICT: **City of Rollingwood** MONTH: **May 2026**

LOCATION: **Riley MM** I.D. #: **2270016**

		METER No S/N	SIZE 6"	METER No S/N	SIZE 3"	TOTAL FLOW
DAY	DATE	A	TH GAL	B	TH GAL	TH GAL
Fri	1	3632	0.0	21544	0.0	0.0
Thu	2	3632	0.0	21544	0.0	0.0
Fri	3	3632	0.0	21544	0.0	0.0
Sat	4	3632	0.0	21544	0.0	0.0
Sun	5	3632	0.0	21544	0.0	0.0
Mon	6	3632	0.0	21544	0.0	0.0
Tue	7	3632	0.0	21544	0.0	0.0
Wed	8	3632	0.0	21544	0.0	0.0
Thu	9	3632	0.0	21544	0.0	0.0
Fri	10	3632	0.0	21544	0.0	0.0
Sat	11	3632	0.0	21544	0.0	0.0
Sun	12	3632	0.0	21544	0.0	0.0
Mon	13	3632	0.0	21544	0.0	0.0
Tue	14	3632	0.0	21544	0.0	0.0
Wed	15	3632	0.0	21544	0.0	0.0
Thu	16	3632	0.0	21544	0.0	0.0
Fri	17	3632	0.0	21544	0.0	0.0
Sat	18	3632	0.0	21544	0.0	0.0
Sun	19	3632	0.0	21544	0.0	0.0
Mon	20	3632	0.0	21544	0.0	0.0
Tue	21	3632	0.0	21544	0.0	0.0
Wed	22	3632	0.0	21544	0.0	0.0
Thu	23	3632	0.0	21544	0.0	0.0
Fri	24	3632	0.0	21544	0.0	0.0
Sat	25	3632	0.0	21544	0.0	0.0
Sun	26	3632	0.0	21544	0.0	0.0
Mon	27	3632	0.0	21544	0.0	0.0
Tue	28	3632	0.0	21544	0.0	0.0
Wed	29	3632	0.0	21544	0.0	0.0
Thu	30	3632	0.0	21544	0.0	0.0
Fri	31	3632		21544	0.0	0.0
Sat	1	3632		21544		
Total			0.0		0.0	0.0
Avg.			0.0		0.0	0.0
Max.			0.0		0.0	0.0
Min.			0.0		0.0	0.0

Operator: _____

Client: City of Rollingwood
Invoice No.: 2605033
Project Description: General Engineering Services
Project Reporting Period: May 01, 2026, to May 31, 2026
Project Manager: Maritza A. Almada, PE

1. Site Development Plans (Drainage) and RSDP Review

a. Drainage Plan Reviews

Lochner Task No.	Project Address	Status	Date Returned
469	301 Wallis	Drainage Review 1 – Reviewed	05-26-26
468	2403 Bettis	Drainage Review 2 – Reviewed	05-21-26

b. Residential Stormwater Discharge Permit (RSDP)

Lochner Task No.	Project Address	Status	Date Returned

c. Drainage Plan Inspections

Lochner Task No.	Project Address	Status	Date Returned
431	501 Riley	Drainage Observation – TCO Recommended	05-06-26
433	4807 Timberline	Drainage Observation – TCO Recommended	05-29-26
429	401 Inwood	Drainage Observation – TCO Recommended	05-29-26
441	3205 Pickwick	Drainage Observation – CO Recommended	04-29-26

2. Zoning Reviews for Site Development Plans

Lochner Task No.	Project Address	Status	Date Returned
747	2403 Bettis	Zoning Review 2 - Reviewed	05-21-26
748	301 Wallis	Zoning Review 1 - Reviewed	05-26-26
744	203 Wallis	Zoning Review 2 - Reviewed	06-01-26

3. Plat Reviews

Lochner Task No.	Project Address	Status	Date Returned

4. Right-of-Way Reviews

Lochner Task No.	Project Address	Status	Date Returned

5. Work Authorization Project Updates

Project	Project Summary	Status	Next steps
WA03 Hubbard, Hatley, Drainage Improvements PS&E	Preparation of plans, specifications and estimates for the development of a construction bid package. Option 2 from the PER has been selected as the preferred option which proposes to construct a storm drain system from the creek at Almarion Way extending upstream to Hatley, Hubbard and Pickwick.	Project in construction. Work in progress includes construction of storm drain on Almarion Way and Hubbard. Hubbard-Hutley final drainage modifications in progress.	Anticipated completion in February 2026.
WA04 Nixon/Pleasant Drainage Improvements PS&E	Preparation of plans, specifications and estimates for the development of a construction bid package. This will include channel improvements and Segment 1 of the storm sewer improvements.	Work in progress includes mill and overlay of pavement. Installed safety grate at storm drain headwall Project completion anticipated by Dec. 2025.	Anticipated completion in February 2026.
WA07 Water CIP Bond Program – Packages 1-4	Residents of Rollingwood approved Bond Proposition A, a $5.3M bond to fund improvements to the city's water system as identified in the City's Water Capital Improvements Plan (CIP).	Project is in construction and nearing completion.	Construction is completed, awaiting final drainage modifications to the Hubbard-Hatley project.

6. General Engineering Services

Task	Assignment Summary	Status	Next steps
General	General coordination with City staff regarding engineering services, monthly report preparation and attendance of meeting, as requested.	On-Going. Bi-weekly meetings	Ongoing Coordination.
Development Services	Coordination with City staff regarding on-going development services.	On-going for developments.	
MS4 Compliance	Coordination with City staff on compliance with the Storm Water Management Permit for the 2025 calendar year.	2024 Stormwater Management Program was Approved by TCEQ on 09/05/2025.	Present to City Council next year. Continue tracking Storm Water Management Plan.
Water Rights Application (LCRA)	City is applying to secure their own water rights with LCRA, as they currently have a wholesale agreement through the City of Austin.	Presented at City Council on 08/20/2025 and resubmitted to LCRA.	The City has the updated application and will mail to LCRA.
Rollingwood Park Drainage Improvements	Coordination with City staff and IWS for the park detention pond and retaining wall improvements. Supporting review of submitted plans.	Inactive.	

Task	Assignment Summary	Status	Next steps
City of Austin Atlas 14 Floodplain Update	The City of Austin has begun a five-year effort to update floodplain maps in the Austin area. The maps are being updated with Atlas 14 rainfall data. Lochner attended COA informational virtual public meeting over Zoom. Eanes Creek is likely to be restudied. It is likely to lead to a floodplain increase, which will impact properties along the creeks.	Inactive. Continue to monitor progress. Have not received any recent updates.	
Parks Commission	The Parks Commission is proposing improvements and expansion to the upper parking lot and requested estimates and drainage requirements for this project from Lochner.	Lochner provided a Technical Memo summarizing the benefits and negatives for various paving solutions.	Parks Commission to decide paving option of their choice and carry out drainage study.

TRAVIS CENTRAL APPRAISAL DISTRICT

850 E. Anderson Lane
P.O. Box 149012
Austin, TX 78714

	Invoice Date	Invoice Number
Invoice	6/1/2026	9768

Jurisdiction ID: 11

City of Rollingwood
403 Nixon Drive
Austin, TX 78746

You may remit via ACH to Wells Fargo Bank, N.A., account #7556188477, ABA #111900659. Please send ACH remittance information to kharvey@tcadcentral.org.

To submit via wire, please contact the Finance Department.

Invoice Date	Charge Code	Description	Amount
6/1/2026	Appraisal Revenue	Appraisal Fees	$4,469.24

Due Date: **7/1/2026** **Total:** **$4,469.24**

9768 6/1/2026

Invoice Date	Charge Code	Description	Amount
6/1/2026	Appraisal Revenue	Appraisal Fees	$4,469.24

11 City of Rollingwood

Total Due: **$4,469.24**

Due Date: **7/1/2026**

Amount Remitted: _____

Please remit payment at your earliest convenience. Should you have any questions, please contact Kat Harvey at (512)834-9317 Ext. 313 or by e-mail at kharvey@tcadcentral.org.

Celia Israel

Travis County Tax Assessor-Collector

June 11, 2026

Taxing Entity,

Thank you for the opportunity to support you as your collector of property taxes. The Travis County Tax Office property tax division supports more than 170 entities to ensure you can provide your critical services to our surrounding communities.

I know we are all navigating a very challenging budget environment and being asked to do more with less. As you know, our parcel rate must reflect our rising costs of providing collection services. On June 9, 2026, the Travis County Commissioner's Court met to adopt a 2026 assessment and collection fee increase of 12 cents per parcel. For budget planning purposes, this adjusted fee is $2.66 per parcel.

Unless other arrangements have been made, the Tax Office will withhold the parcel fee from disbursements to jurisdictions as soon as collections begin for the 2026 tax year, until the fee has been paid in full. Disbursements will then be made available to the jurisdictions as usual.

I appreciate your confidence in the Travis County Tax Office, and our staff is here to assist you. Our office has held a steady 99% collection rate, while striving to deliver responsive, respectful, and efficient customer service.

Please let us know if you have any questions or concerns. Below is contact information for my team members who can best serve you.

Christina Cerda, Tax Manager
512-854-3858

Veronica Ruiz, Tax Manager
512-854-7969

Sincerely,

Celia Israel
Travis County Tax Assessor and Voter Registrar

Texas Gas Service
A Division of ONE Gas

May 29, 2026

The Honorable Mayor
and Members of the City Council:
City of Rollingwood
403 Nixon Drive
Rollingwood, Texas 78746

Honorable Mayor and Members of the City Council:

Pursuant to the Cost of Gas Clause currently in effect for the city of Rollingwood, the following is the determination of the cost of gas to be used for billings in June 2026:

1.	Cost of Purchased Gas @ 14.65 PSIA	$2.0691		
2.	Purchase/Sales Ratio	$1.0180		
3.	Commodity Cost (Line 1 x Line 2)		$2.1063	
4.	Surcharge or Refund Factor		$0.0000	
5.	Reconciliation Component		($0.1756)	
6.	Revenue-associated Fees and Taxes		$0.0000	
7.	Subtotal (Line 3 + Line 4 + Line 5 + Line 6)			$1.9307
8.	Customer Rate Relief Component			$1.2000
9.	Cost of Gas (Line 7 + Line 8)			$3.1307 / Mcf
				$0.3131 / Ccf

Billings using the cost of gas as determined above will begin with meters read on and after May 26, 2026 and end with meters read on and after June 24, 2026.

Sincerely,

Lisa Wattinger

Lisa Wattinger, Manager
Gas Supply