



# 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.

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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.

- x. Review requests for information ("RFI") and Architect's supplemental instructions ("ASI"). Track submittals as required through completion of the process.
  - xi. Generate weekly site visit reports describing general events, noting problems and unusual events.
  - xii. Take appropriate photographs that document construction progress and conformity with Contract Documents.
  - xiii. 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.
  - xiv. 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](mailto: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](mailto: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.