



# 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.

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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	Willing 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)	
<b>Total Square Footage</b>			<b>2,888</b>							

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
<b>Total Square Footage</b>			<b>1,907</b>							

PW	Private	Public Works Director Office	120	1	10	12	1 + 2 or 3 Visitors	Public Works Director Office with room for 2-3 operators 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		
<b>Total Square Footage</b>			<b>940</b>							

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
<b>Total Square Footage</b>			<b>2,410</b>							

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

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)	Occupants	Function	Adjacency	Special Requirements/Notes
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**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
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**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	

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.)

**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
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