

**ROLLINGWOOD**  
TEXAS



OWNER'S REPRESENTATIVE SERVICES  
**CITY HALL IMPROVEMENTS**

CITY OF ROLLINGWOOD | June 8, 2026 10:00 AM CST





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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.

Owner's Representative Services  
City of Rollingwood - City Hall Improvements

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.

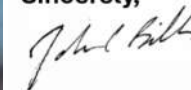
## WHY US?

- 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 18<sup>th</sup> 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.



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### AUTHORIZED REPRESENTATIVE

John Bills, LEED AP

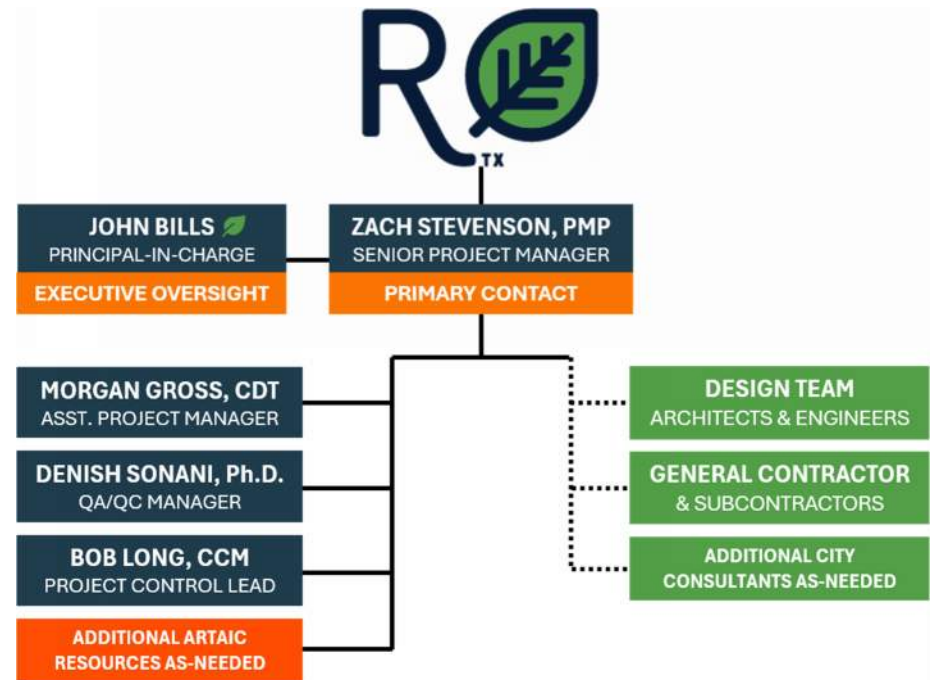
Principal-in-Charge | Co-Owner

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
<b>Zach Stevenson, PMP</b> Senior Project Manager	Overall project leadership, Project leadership, stakeholder coordination, procurement, budget and schedule oversight, City communications	40-60%
<b>Morgan Gross, CDT</b> Assistant Project Manager	Design coordination, documentation, procurement support, budget tracking, meeting management	30-50%
<b>Bob Long, CCM</b> Project Controls Lead	Cost estimating, constructability review, budget management, change order review	10-20%
<b>Denish Sonani, PhD</b> QA/QC Manager	Schedule oversight, reporting, risk management, project controls support	10-20%
<b>John Bills, LEED AP</b> Principal-in-Charge	Executive oversight, strategic guidance, escalation support, major milestone reviews	5-10%

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### 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



## 03 - 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



## **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

## 03 - 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.



## 03 - PROJECT TEAM & QUALIFICATIONS



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 **Titte 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.

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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.



## 03 - 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.



## 03 - 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

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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
<b>Assist with project definition and scope refinement</b>	<b>Monitor design progression and scope alignment</b>
<b>Evaluate renovation versus replacement alternatives</b>	<b>Review constructability and coordination considerations</b>
<b>Recommend delivery and procurement strategies</b>	<b>Track budget and schedule impacts throughout design</b>
<b>Support architect and contractor procurement</b>	<b>Identify risks and potential cost impacts early</b>
<b>Develop project schedules and milestone plans</b>	<b>Facilitate stakeholder coordination and decision-making</b>
<b>Establish project controls and reporting procedures</b>	<b>Support value engineering and cost management efforts</b>

## 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.



# 04 – 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
<b>City of Mansfield</b>	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
<b>City of Lewisville</b>	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
<b>City of Lone Tree</b>	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
<b>Discovery Land Company</b>	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
<ul style="list-style-type: none"> <li>❑ City manages architect</li> <li>❑ City manages contractor</li> <li>❑ City manages budget</li> <li>❑ City manages schedule</li> <li>❑ City manages reporting</li> <li>❑ City manages procurement</li> <li>❑ City manages risk</li> <li>❑ City manages quality control</li> </ul>	<ul style="list-style-type: none"> <li>❑ Single point of accountability</li> <li>❑ Independent owner advocacy</li> <li>❑ Budget stewardship</li> <li>❑ Schedule management</li> <li>❑ Executive reporting &amp; transparency</li> <li>❑ Procurement leadership</li> <li>❑ Proactive risk management</li> <li>❑ Independent QA/QC oversight</li> </ul>

## 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:

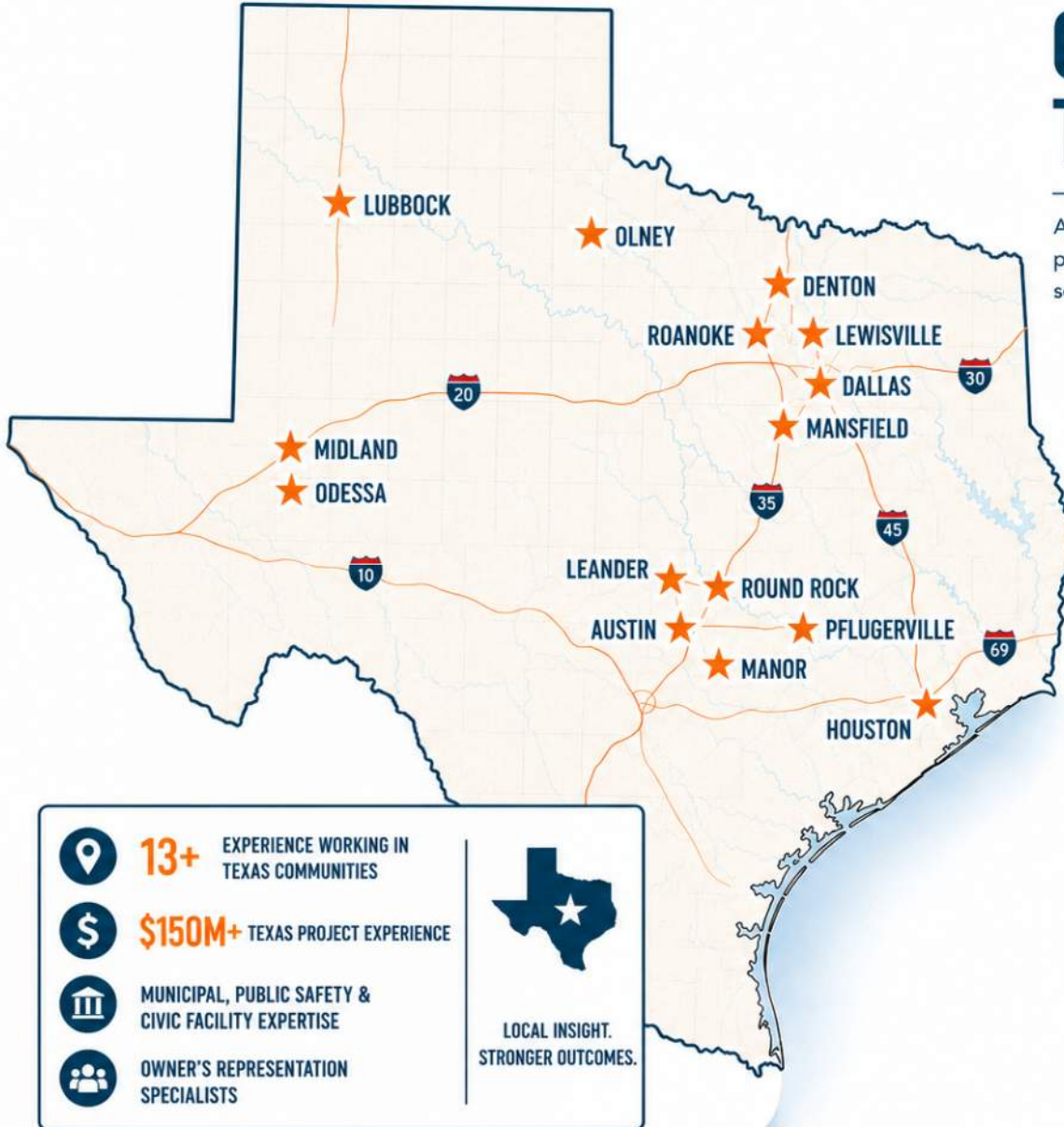
- ❑ Reduce staff burden and administrative workload
- ❑ Improve transparency and reporting
- ❑ Make informed decisions with confidence
- ❑ Maintain budget and schedule accountability
- ❑ Navigate procurement and contracting requirements
- ❑ Identify and mitigate project risks early
- ❑ Improve communication 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

- 📍 **13+** EXPERIENCE WORKING IN TEXAS COMMUNITIES
- 💰 **\$150M+** TEXAS PROJECT EXPERIENCE
- 🏛️ MUNICIPAL, PUBLIC SAFETY & CIVIC FACILITY EXPERTISE
- 👥 OWNER'S REPRESENTATION SPECIALISTS



LOCAL INSIGHT.  
STRONGER OUTCOMES.

## 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.

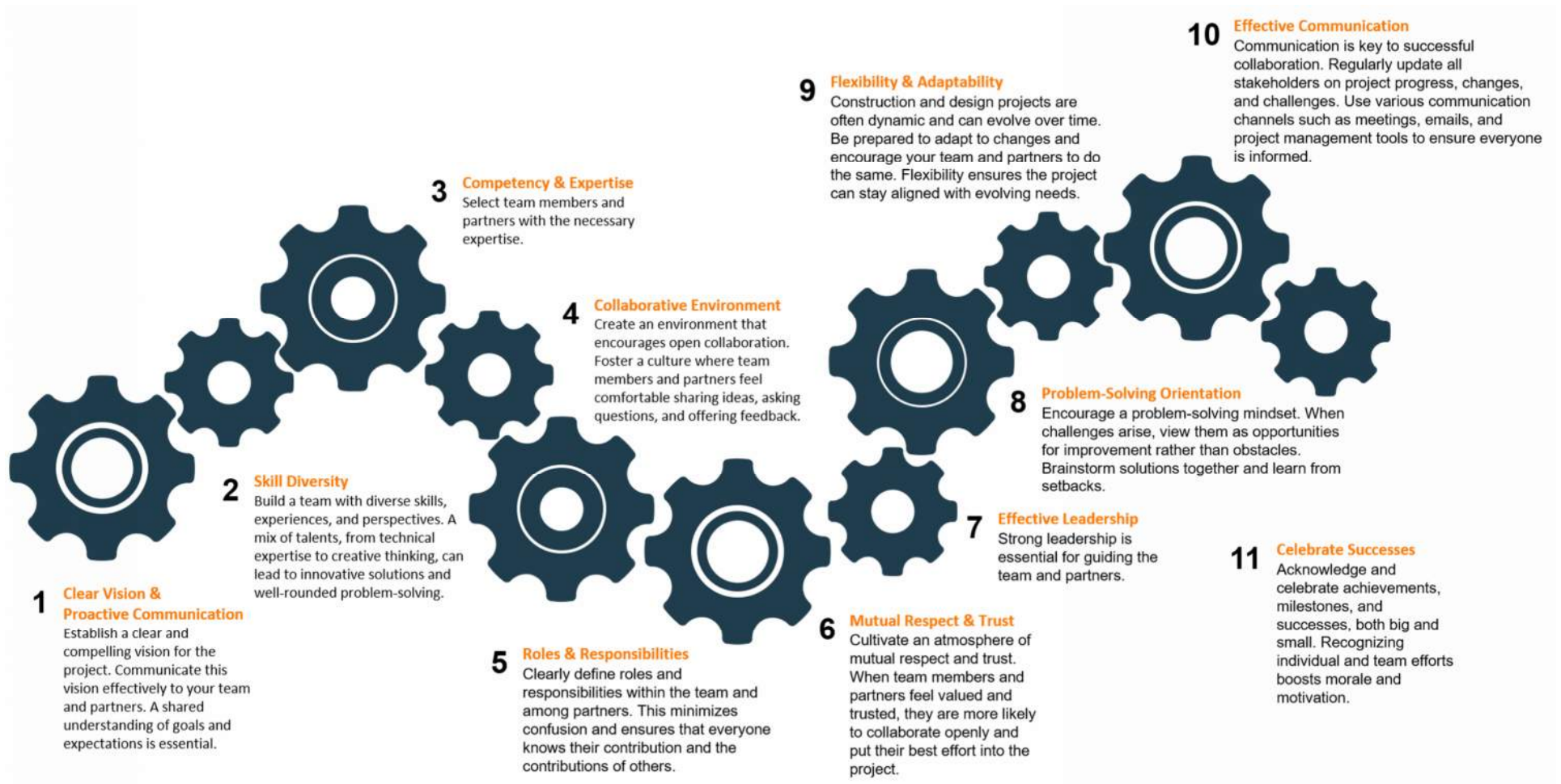
#### CLOSEOUT

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.





**ARTAICGROUP**