

QUALIFICATIONS

CITY OF ROLLINGWOOD, TEXAS CITY HALL IMPROVEMENTS

OWNER'S REPRESENTATIVE SERVICES

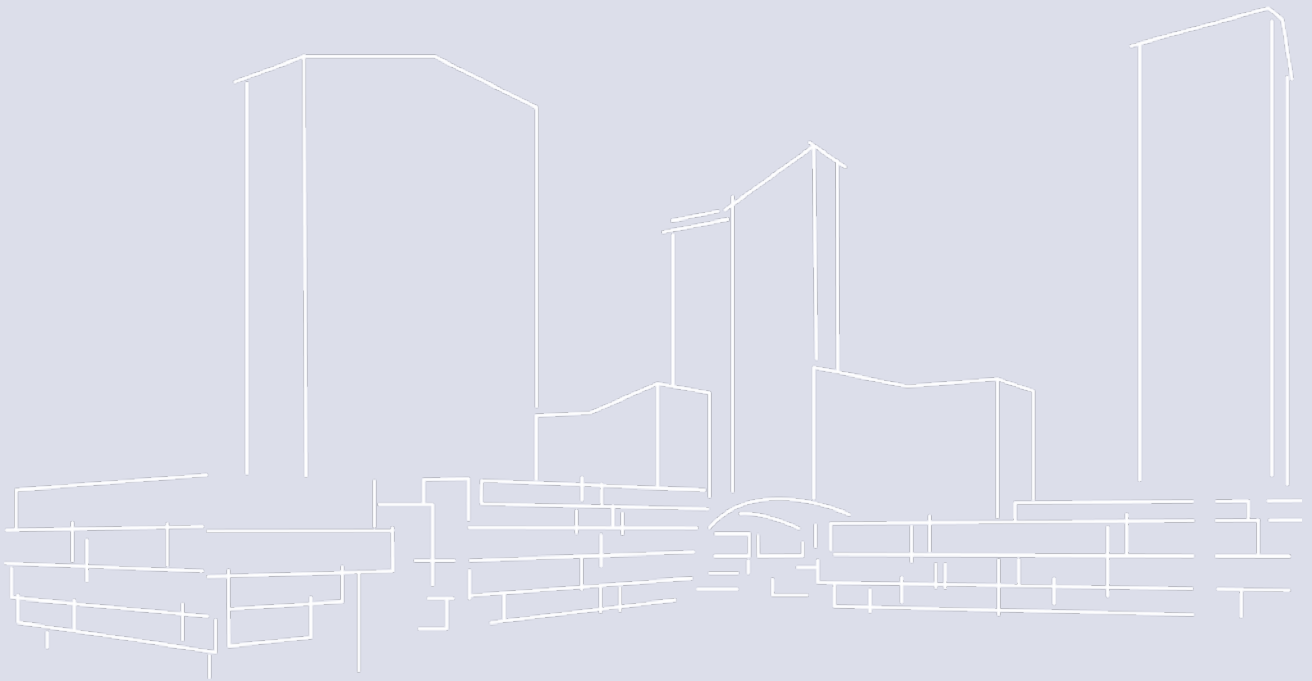
JUNE 2026



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1. COVER LETTER



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.

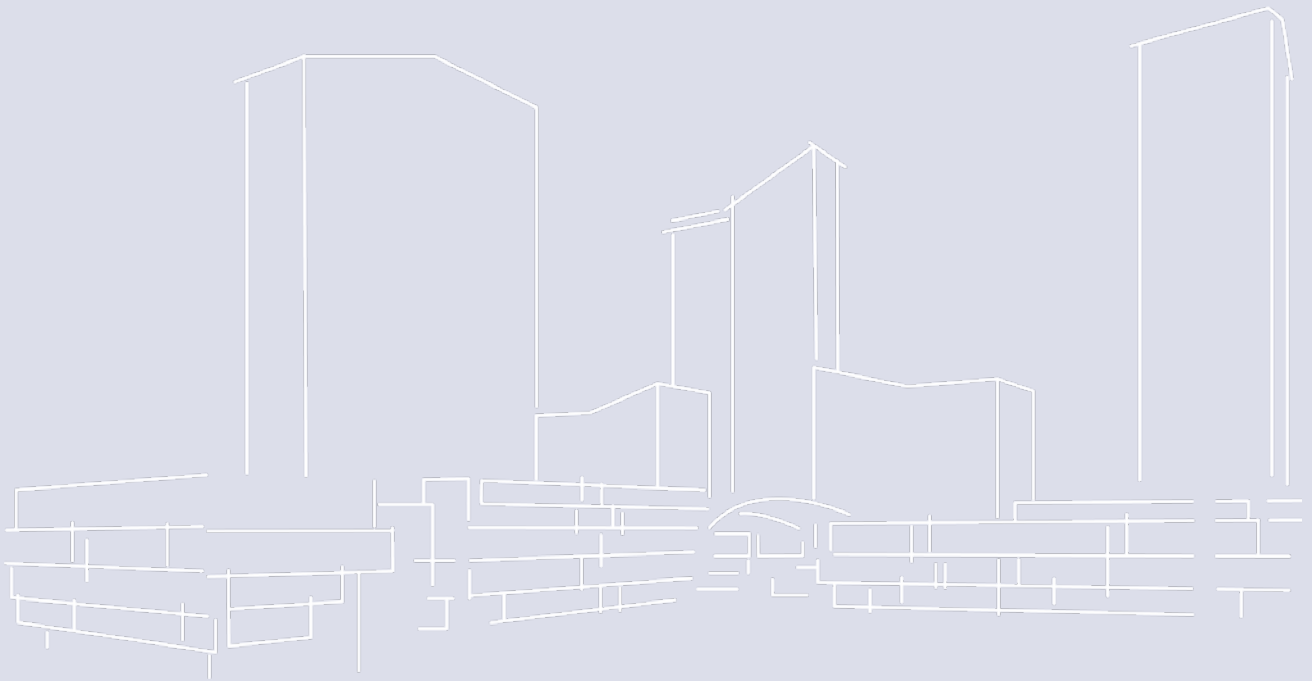
We appreciate the opportunity to be considered and look forward to the possibility of supporting the City of Rollingwood on this important project.

Sincerely,



Melissa Jones
Associate Principal
Rider Levett Bucknall Ltd.
T. +1 817 821-9624
E. melissa.jones@us.rlb.com

2. FIRM DESCRIPTION



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

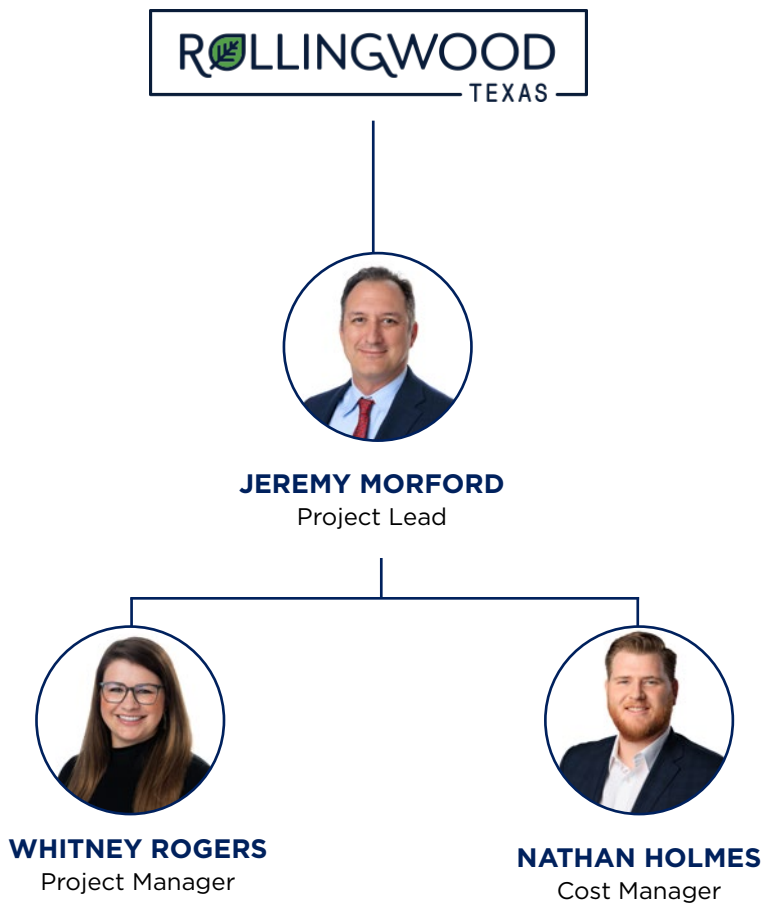
NUMBER OF YEARS PROVIDING OWNER'S REP SERVICES

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



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

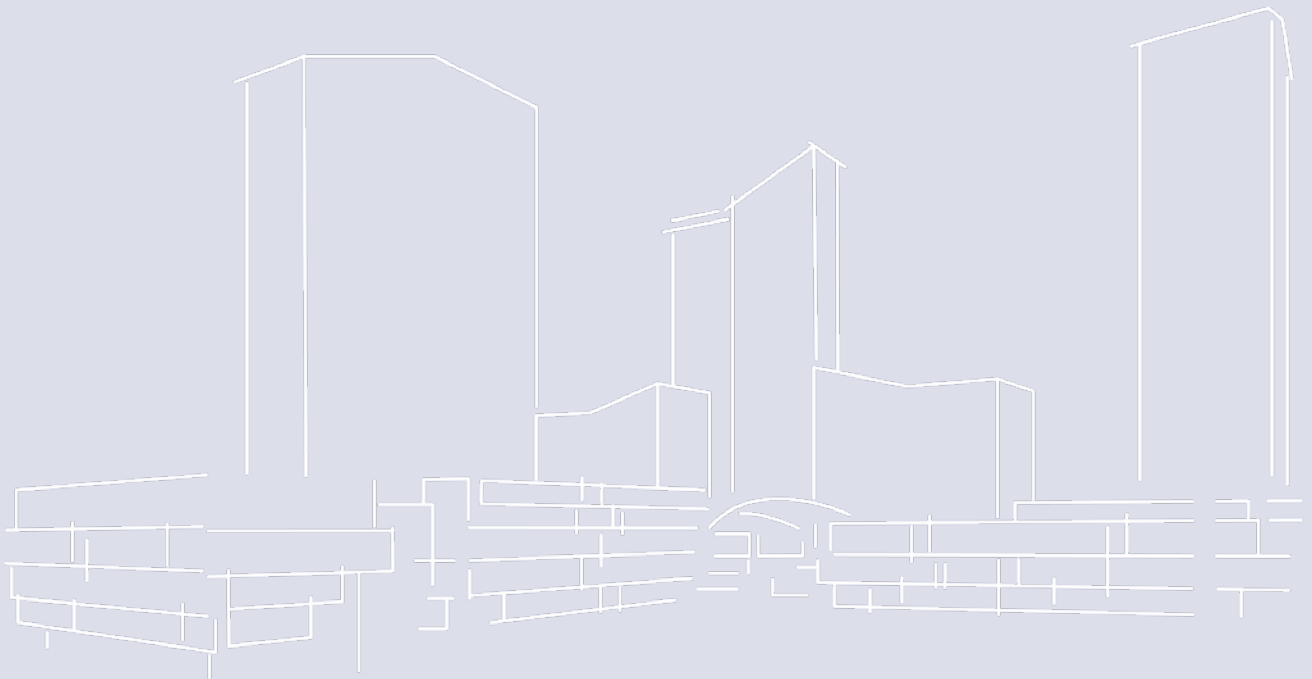


THE WOMEN OF THE RLB AUSTIN OFFICE
AT THE AUSTIN CONVENTION CENTER



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



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 University
- 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%

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

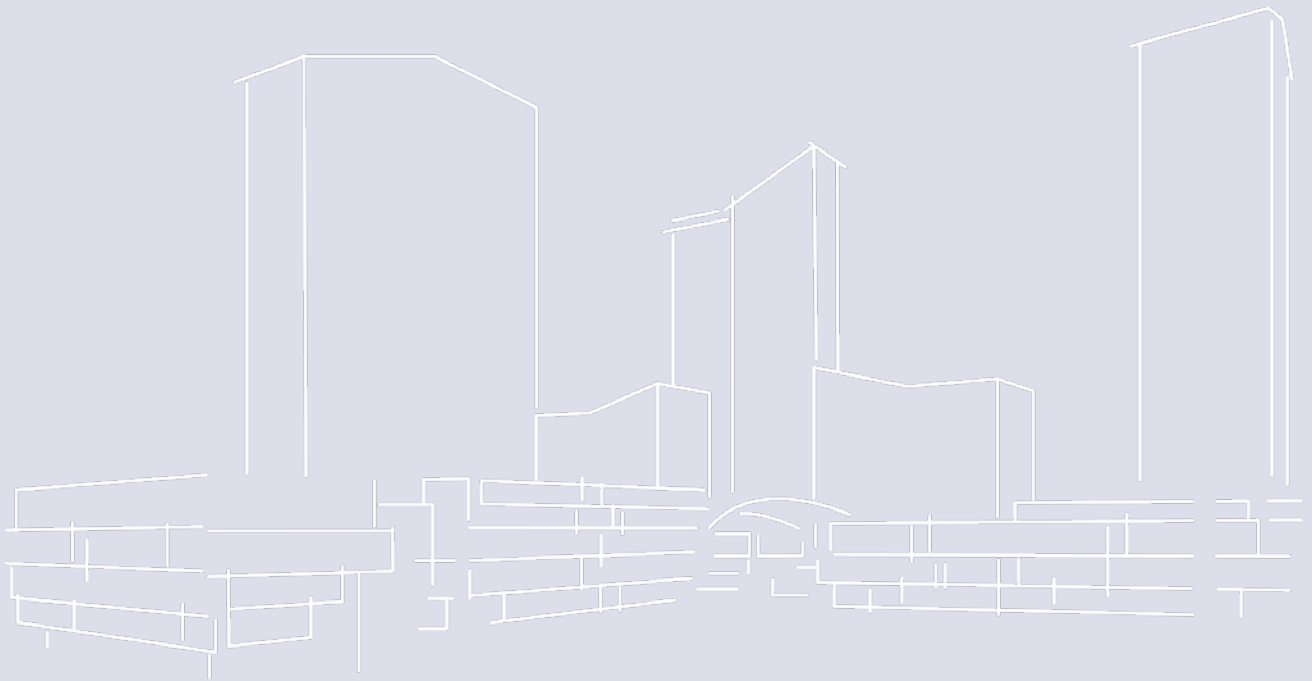
No subcontractors will be used.

ACKNOWLEDGEMENT OF ADDENDUM

RLB acknowledges receipt of Addendum No. 1 received Monday, June 1, 2026.



4. SCOPE OF SERVICES

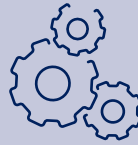


OWNER'S REPRESENTATION APPROACH



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



INITIATION



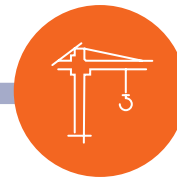
PLANNING



DESIGN



PROCUREMENT



CONSTRUCTION



CLOSEOUT

Standardized workflows ensure consistency, transparency, and control across the City's capital program.



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



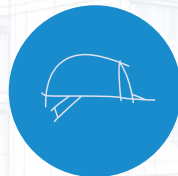
CHANGE & DOCUMENTATION

- 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.

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



COLLABORATION

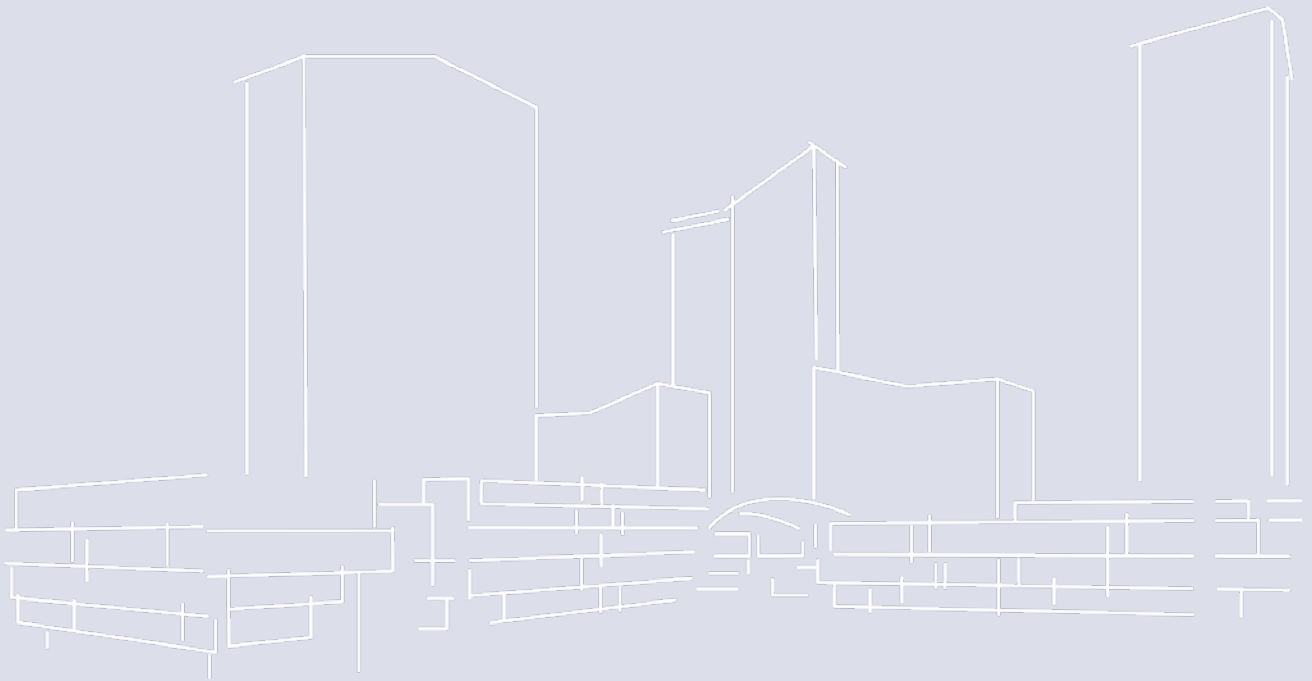


ACCOUNTABILITY



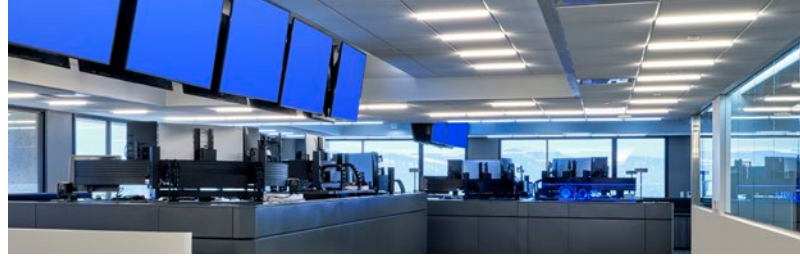
RESULTS

5. REFERENCES



REFERENCES

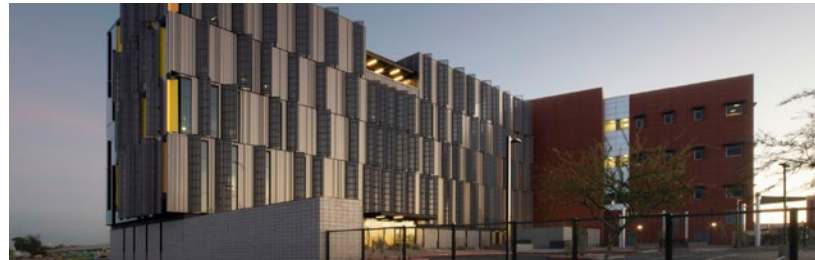
City of Phoenix
Jaime Garrido
Vertical Project Mangement
jaime.garrido@phoenix.gov



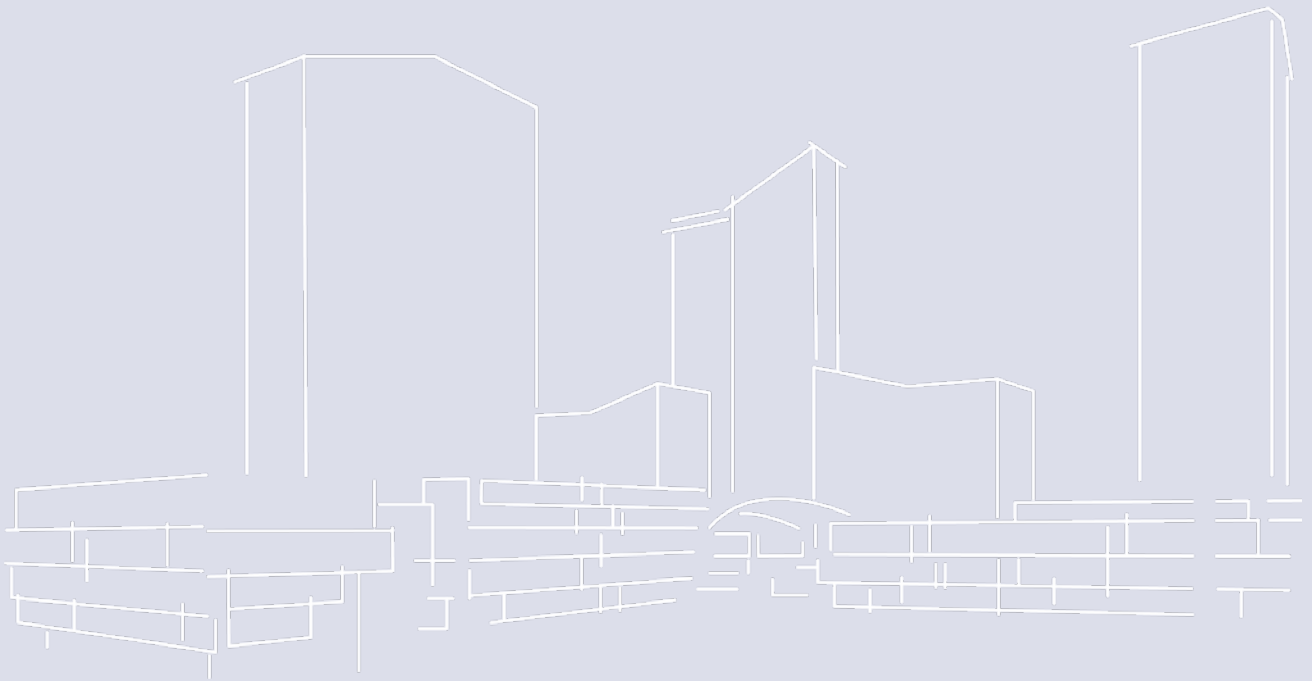
City of Austin
Katy Zamesnik
Acting Deputy Director
512-955-4293
katy.zamesnik@austintexas.gov



Pinal County Facilities Department
Archie Carreon
Facilities Director
520-866-6234/6235
archie.carreon@pinal.gov



6. QUALITY CONTROL



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.



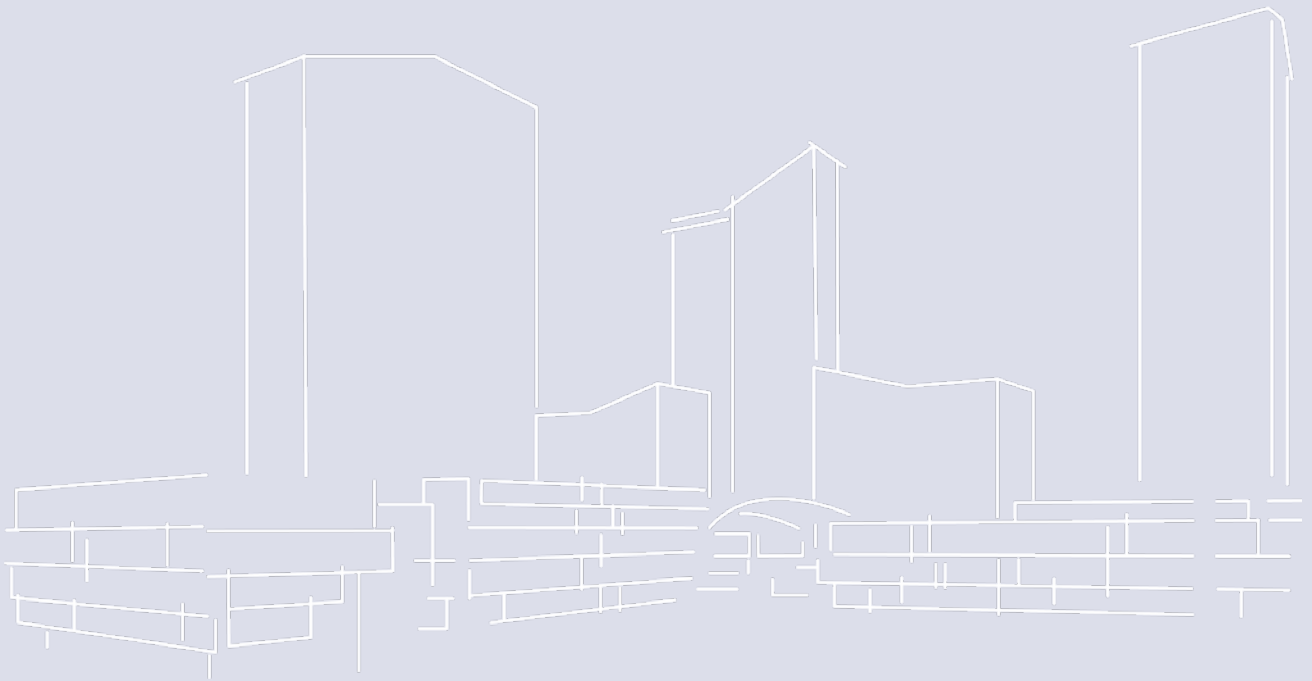
RLB will also provide quality control over consultant and contractor work by reviewing deliverables for completeness, coordination, constructability, and alignment with the City's goals. During design, this may include reviewing design submissions for scope alignment, potential budget impacts, missing 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





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 League'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.



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.





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.



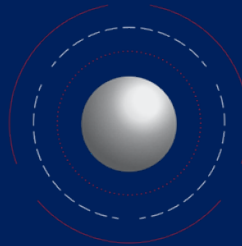
OUR VALUES

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

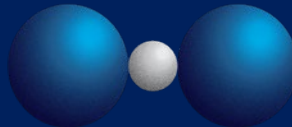
We focus on building long standing relationships. We partner to bring our clients imagination to life for our communities. By making business personal, we make remarkable things happen.



TOGETHER

WE LOOK OUT FOR EACH OTHER

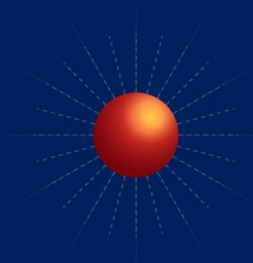
We work hard, we've got each other's back and we try to enjoy the journey along the way. Most importantly, we're proud of what we build together.



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.



RLB.com

AFRICA | AMERICAS | ASIA | EUROPE | MIDDLE EAST | OCEANIA

RLB Rider
Levett
Bucknall