

CITY OF ROLLINGWOOD, TEXAS

REQUEST FOR QUALIFICATIONS

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

JUNE 6, 2026



FITZPATRICK
OWNER'S REPRESENTATIVE



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OWNER'S REPRESENTATIVE

June 6, 2026

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

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

Dear City Secretary, Mayor, and Members of the City Council,

Fitzpatrick Design Construction Services (FDCS) is pleased to submit our qualifications to provide professional Owner's Representative and Project Management services for the City Hall Improvements project. We understand that the City of Rollingwood, in partnership with Travis County Emergency Services District No. 9 (ESD), is seeking a highly skilled, dedicated partner to act as an extension of City staff. Our mission is to ensure that the planning, design, construction, and closeout of this vital municipal and public safety facility are executed seamlessly, safely, on time, and within the strict \$4 million budget.

As a firm deeply rooted in Texas, FDCS specializes in acting as a force multiplier for local government entities. Since our founding, we have built a reputation on meticulous contract administration, proactive risk mitigation, and unwavering fiscal stewardship. We bring more than 70 years of combined industry expertise to this partnership, with a proven track record of managing complex municipal infrastructure and public safety facilities. We are uniquely equipped to navigate the dual-stakeholder needs of the City and the Westlake Fire Department, ensuring the final facility achieves peak operational functionality for both administrative staff and emergency first responders.

OUR PROJECT APPROACH & METHODOLOGY

Per the RFQ requirements, FDCS will provide a single, dedicated principal point of contact who will serve as the City's primary agent. This project leader will be backed by our multi-disciplinary team, cost estimators, and scheduler specialists. Our approach to the City Hall Improvements project spans three distinct phases:

- **Pre-Construction Phase:** We will immediately establish robust communication protocols between FDCS, the City, and the ESD. We will evaluate your current needs assessment and guide the City Council through a rigorous analysis of project delivery methods—such as Design-Bid-Build versus Construction Manager at Risk (CMaR). FDCS will manage the complete procurement cycle, from drafting technically precise RFQs/RFPs for architects and contractors to leading the contract negotiation process the Guaranteed Maximum Price (GMP).
- **Construction Phase:** Our team will maintain an on-site presence, conducting frequent inspections for progress and quality assurance, generating detailed weekly site reports, and managing construction logistics. We take a commanding role in cost control, assessing and negotiating all change order requests, performing independent quality surveys, and validating monthly contractor applications for payment.

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FITZPATRICK
OWNER'S REPRESENTATIVE

- **Closeout Phase:** We do not consider a project complete until the building performs perfectly. FDCS will systematically verify all Project Record Documents, O&M manuals, and warranties. Crucially, we will coordinate and oversee comprehensive training for City and ESD staff to ensure an seamless operational transition on day one.

COMMITMENT TO TEXAS COMPLIANCE AND STEWARDSHIP

FDCS possesses comprehensive knowledge of the Texas Government Code, regional building codes, environmental quality expectations, and local drainage challenges specific to the Central Texas landscape. We recognize that public projects demand absolute transparency. Our rigorous quality control systems ensure every dollar of the authorized \$2.5 million City funding and \$1.5 million ESD funding is tracked with precision.

We are fully prepared to meet and exceed the City's insurance requirements, including Commercial General Liability, Professional Liability, and Workers' Compensation policies. FDCS accepts the task-order-driven nature of this Master Services Agreement and stands ready to make regular, transparent project presentations to the City Council and community stakeholders.

Thank you for the opportunity to submit our qualifications. We look forward to the possibility of partnering with the City of Rollingwood to deliver a modern, resilient facility that honors the charm, quality of life, and safety of your community.

Sincerely,

Jerry Fitzpatrick
Founder | CEO

Kerrie Crimmins
Senior Partner | COO

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EXECUTIVE SUMMARY

Fitzpatrick Design Construction Services (FDCS) has thoroughly reviewed the solicitation for Owner's Representative Services for City Hall Improvements and possesses a clear understanding of the technical, administrative, and regulatory requirements necessary to support the City of Rollingwood.

We recognize that this project is a joint municipal endeavor funded through a \$2.5 million authorization from the City of Rollingwood and a \$1.5 million authorization from Travis County Emergency Services District No. 9 (the "ESD"), resulting in a maximum total project cost of \$4 million. Consequently, our primary objective is to serve as the City's advocate and principal point of contact, ensuring that every phase—from pre-construction planning to final closeout—is executed in strict physical and financial conformance with local guidelines, state procurement laws, and the joint operational needs of the City and the Westlake Fire Department.

OUR UNDERSTANDING OF THE CORE REQUIREMENTS

Based on the scope of work identified in the solicitation, FDCS understands our role to encompass the following critical pillars:

COMPREHENSIVE PROJECT STEWARDSHIP (PRE- & POST-CONSTRUCTION)

We understand that the City requires a task-order-driven, "full-lifecycle" manager to act as its agent. FDCS is prepared to provide:

- **Pre-Construction Phase:** Refining the current needs assessment, guiding the choice of project delivery method (Design-Bid-Build vs. Construction Manager at Risk), drafting RFQ/RFP documents for the procurement of the Architect and General Contractor/CMaR, and executing comprehensive constructibility and value engineering reviews.
- **Construction Phase:** Transitioning into active construction logistics, establishing clear communication protocols between the City, ESD, Architect, and Contractor, and monitoring efforts to maintain strict schedule and budget compliance.

TECHNICAL OVERSIGHT & QUALITY ASSURANCE

As the City's Representative, FDCS will provide "eyes and ears" on the ground to:

- **Coordinate Stakeholders:** Act as the central communication hub between the City as Owner, the ESD, the Architect, and the General Contractor/CMaR to eliminate silos.

- **Monitor Quality and Progress:** Personally observe major assemblies, conduct frequent site inspections, issue written deficiency lists, and coordinate with inspectors and materials-testing teams to verify general compliance with contract documents.
- **Mitigate Risk & Scope Creep:** Analyze requests for information (RFIs), track submittals, and assess and evaluate pricing on all change order requests, taking the lead in negotiating fair resolutions to protect the \$4 million budget cap.
- **Professional Communication & Reporting:** We understand that total visibility is paramount for municipal trust. FDCS will provide:
 - **Weekly Site Reports:** Detailed field summaries describing general events, progress photographs, and documented resolutions to unusual project events.
- **Council Facilitation:** Preparing and making regular, clear project presentations to the Rollingwood City Council and administration regarding schedule tracking and cash-flow projections.

PROPOSED WORK PLAN & PROJECT SCHEDULE

FDCS utilizes a disciplined, phased approach to project management. Our methodology is task-order driven and designed to provide the City of Rollingwood with continuous oversight, ensuring that the Project remains in conformance with Texas Government Code requirements and building codes.

PHASE 1 & 2: PRE-CONSTRUCTION PLANNING & PROCUREMENT

During this critical initiation phase, FDCS acts as the City's strategic advisor to align project goals with the budget early.

- **Needs Assessment & Project Delivery:** Reviewing and refining the current needs assessment document to ensure it satisfies both City Hall administrative demands and the Westlake Fire Department station requirements. We will assist the City in deciding on the optimal project delivery method, such as Design-Bid-Build or Construction Manager at Risk (CMaR).
- **Procurement and Selection:** Developing RFQ documents for the Architect and RFP documents for the General Contractor or CMaR. We will assist in the evaluation and selection process, create a milestone schedule for design and construction, and aid in reviewing contract negotiations and the CMaR's Guaranteed Maximum Price (GMP).
- **Design & Constructibility Review:** Reviewing design documents, drawings, and specifications for constructibility, cost-effectiveness, and design aesthetics to avoid design and budget concerns before construction begins.

PHASE 3: CONSTRUCTION PHASE MANAGEMENT

This is the most intensive phase of the work plan, where FDCS provides routine technical oversight and serves as the single principal point of contact for the City.

- **On-Site Monitoring & Quality Control:** Performing frequent site inspections to evaluate progress, conformity with Contract Documents, and the quality of major assemblies. We will coordinate, track, and document all Owner testing and review material testing reports.
- **Financial & Change Order Discipline:** Reviewing the contractor's schedule of values, performing quality surveys, and verifying monthly applications for progress payments. FDCS will review and analyze proposed change orders, taking the lead on negotiating fair pricing and managing any associated schedule impacts to prevent budget overruns.

- **Logistics & Reporting:** Managing construction logistics between all active parties and generating weekly site visit reports accompanied by photographic documentation. We will facilitate regular progress meetings and handle tracking of RFIs and Architect's Supplemental Instructions (ASIs).

PHASE 4: COMMISSIONING & PROJECT CLOSEOUT

FDCS ensures that the project successfully transitions to active operations with a clean administrative and physical record.

- **Punch-List & Deficiency Correction:** Coordinating the preparation of the project punch-list, tracking deficiencies through successful completion, and managing final owner activities like occupancy and technology integration.
- **Document Handover:** Reviewing and verifying that all Project Record Drawings, operation and maintenance (O&M) manuals, and manufacturer warranties are complete and successfully delivered to the Owner.
- **Staff Training & Transition:** Ensuring that City and ESD staff receive all necessary technical training for the operations of the updated municipal building and systems. We maintain a post-occupancy presence to track and follow up on any warranty requests.

DIGITAL MANAGEMENT TOOLS

To maintain the project schedule, cross-reference documents, and ensure total transparency, FDCS utilizes industry-leading digital collaboration tools:

- **Autodesk Construction Cloud (ACC):** Our central document management repository for real-time tracking of submittals, RFI workflows, daily logs, and change orders.
- **Bluebeam Studio:** Utilized for collaborative, real-time drawing reviews, constructibility markups, and drawing consistency checks between our team, the City, and design professionals.

QUALITY CONTROL & FINANCIAL DISCIPLINE

Fitzpatrick Design Construction Services (FDCS) understands that the success of the City Hall Improvements project is measured not only by the quality of the physical structure but also by the absolute integrity of its financial and administrative record. With a strict \$4 million maximum cost, we serve as a protective layer for the City and the ESD.

- **Deliverable-Based Progress Verification:** We do not approve pay applications based on loose contractor estimates. Progress payments are recommended for approval only after performing independent quality

surveys and verifying that record drawings are updated to reflect work completed.

- **Rigorous Change Order Validation:** Change orders pose the highest risk to public budgets. FDCS utilizes a “Test and Verify” approach:
 - **Scope Validation:** We cross-reference every proposed change order against original contract documents to determine if the item is a legitimate necessity or the result of contractor oversight.
 - **Cost Reasonableness:** Leveraging our internal cost-estimating expertise, we assess and evaluate change order pricing, lead negotiations for fair and equitable resolutions, and verify that all impacts to the milestone schedule are minimized.
- **Automated Digital Closeout & Audit Readiness:** At the conclusion of the closeout phase, FDCS leverages the automated archiving power of the Autodesk Construction Cloud (ACC) to compile your comprehensive closeout documentation.

Rather than wasting dozens of administrative hours manually assembling a physical paper binder, **all information is instantly compiled and delivered in a completely digital, easily searchable format.** This digital package contains verified as-built documentation, complete manufacturer warranty registers, fully documented progress pay applications, materials testing reports, and a transparent history of identified and corrected deficiencies, ensuring the City of Rollingwood maintains an audit-ready digital archive.

THE FDCS “NO-SURPRISES” GUARANTEE

Our proactive leadership style means that Rollingwood City Leadership will never be caught off guard by an unexpected design conflict, budget deviation, or schedule delay. By maintaining constant communication, performing rigorous design reviews, and providing transparent reporting, we ensure that the City Hall Improvements project remains a model of municipal success and fiscal responsibility.



WHY FITZPATRICK DESIGN CONSTRUCTION SERVICES

Choosing an Owner's Representative and Project Management partner for critical municipal infrastructure is about more than just oversight; it is about protecting the public trust through technical expertise, fiscal discipline, and administrative rigor. FDCS offers the City of Rollingwood a unique combination of field-proven leadership and exclusive municipal specialization to ensure the absolute success of your City Hall Improvements project.

A SPECIALIZED MUNICIPAL ADVOCATE

Unlike general construction firms, FDCS works exclusively for municipal and local government entities. We deeply understand the unique dynamics of public service, from preparing transparent project presentations for the Rollingwood City Council to enforcing the strict procurement and compliance guidelines of the Texas Government Code. We serve as a seamless force multiplier for City staff, providing the specialized, on-site "eyes and ears" necessary to manage multifaceted projects without increasing the City's permanent administrative overhead.

A "FULL-LIFECYCLE" LEADERSHIP PERSPECTIVE

Our leadership team—including Jerry Fitzpatrick, Kerrie Crimmins, and Jarrod Smith—brings more than 70 years of combined industry experience to this assignment.

- **The Field:** With deep foundational roots in site observation, structural assemblies, and public safety/fire service dynamics, we understand how municipal and emergency facility infrastructure must be built and operated to achieve long-term resilience.
- **The Office:** Armed with degrees in Construction Management, we ensure that every contract, contractor application for progress payment, and proposed change order is rigorously scrutinized for cost-reasonableness, constructibility, and contract compliance.
- **The Technology:** Our command of cutting-edge digital platforms, such as Autodesk Construction Cloud and Bluebeam Studio, ensures that all of Rollingwood's project documentation remains modern, completely transparent, and fully organized from day one.

MASTERY OF MULTI-STATE FUNDING & CAPITAL STEWARDSHIP

We recognize the high financial stakes attached to public facility budgets. Our proposed work plan is built specifically around the task-order-driven parameters of your RFQ, prioritizing deliverable-based funding releases, meticulous tracking of the joint City (\$2.5 million) and ESD (\$1.5 million) allocations, and comprehensive record-keeping. We strictly protect the City from scope creep and financial risk, ensuring a clean, verified project closeout within the \$4 million maximum budget cap.

PROACTIVE, "FINISH LINE" WORK ETHIC

At FDCS, our trademark is highly proactive leadership. We do not just sit back and report problems; we actively anticipate and solve them—mitigating design conflicts, schedule bottlenecks, or labor hurdles before they can impact your bottom line. Our commitment to the City of Rollingwood is straightforward: our team remains fully engaged and present until the project is successfully completed, accepted, and perfectly reconciled.

THE FDCS PROMISE TO CITY OF ROLLINGWOOD

We firmly believe that **TEAM (Together Everyone Achieves More)** is the foundation of every successful municipal project. We stand ready to deploy our specialized, in-house personnel immediately to act as an unyielding extension of your staff. FDCS is prepared to ensure that the City Hall and Westlake Fire Department joint facility improvements are delivered with the absolute transparency, structural quality, and fiscal integrity that your leadership expects and your citizens deserve.



COMPANY PROFILE

Founded in April 2018 by **Jerry Fitzpatrick**, FDCS is an Owner's Representative firm built on over 70 combined years of industry expertise. Headquartered in North Texas, we specialize **exclusively in providing construction management services to municipal governments**. Our firm was established to provide cities and counties with the high-level technical oversight necessary to navigate complex public infrastructure projects.

As our portfolio grew, so did our commitment to client coverage. In response to the increasing demand for rigorous project stewardship, **Kerrie Crimmins**—who provided integral support for several years—joined as a partner. This partnership solidified our firm's ability to provide the “eyes and ears” necessary for multifaceted projects, ensuring that Jerry and Kerrie's shared standards for quality control and client service are present on every job site.

OUR CORE PHILOSOPHY: TRANSPARENCY & RESULTS

Our business philosophy is anchored by three non-negotiable principles: **Honesty, Integrity, and an Unrelenting Work Ethic**. We translate these values into measurable project success through a three-pronged approach:

- **Radical Transparency:** We believe that public trust is earned through total visibility. True partnership requires absolute honesty during both the triumphs and the challenges of a development. For our clients, this means clear, real-time reporting on budget metrics, schedule tracking, and regulatory compliance at every milestone.
- **A “Finish Line” Work Ethic:** At FDCS, we maintain a strict “it's not over until it's over” mentality. Our team remains fully engaged and highly proactive from initial pre-funding planning and schematic design through final project acceptance, punch-list completion, and facility closeout.
- **The Municipal Advocate:** We recognize that every dollar invested in public infrastructure is a direct investment in your community's future. We act as a force multiplier for public staff, providing the deep technical expertise, contract enforcement, and risk mitigation required to fulfill your vision for planned growth and resilient infrastructure.

OUR FOUNDATION DECADES OF PERSPECTIVE

The qualifications of FDCS are built upon a 30-year legacy of industry leadership. Throughout our careers, we have navigated nearly every imaginable construction scenario—from high-stakes commercial rollouts to complex municipal facility management. **This depth of experience allows us to manage City of Rollingrock’s project with a level of foresight that only comes from decades of field-tested results.**

Our quality of service is a direct reflection of our ownership’s dedication to providing exemplary results. Every member of the FDCS team is committed to upholding this standard, working daily to ensure that the City’s expectations for **budget, schedule, and quality** are not just met, but exceeded.

A DIVERSE LEADERSHIP PERSPECTIVE

Our leadership team provides a “full-lifecycle” view of project management, which is critical for meeting the **City’s pre-funding and post-funding requirements.**

JERRY FITZPATRICK | FOUNDER & CEO

Jerry’s career is a testament to the value of hands-on technical expertise. Having begun in the field as a carpenter and advanced through roles as a GC Superintendent, Project Manager, and Estimator, he possesses an intimate knowledge of how infrastructure is built. **This “boots-on-the-ground” perspective is vital for Risk Management and Construction Phase Management.**

Jerry’s transition into Architectural Construction Administration for high-end national brands, followed by leading comprehensive commercial projects for the legal and financial sectors, has honed his ability to manage the process from initial programming to final move-in. His career is defined by high-volume repeat clients—a direct result of **his commitment to transparency and rigorous Contract Administration.**

KERRIE CRIMMINS | SENIOR PARTNER & COO

Kerrie’s tenure with major commercial real estate firms has equipped her with a versatile skillset across project development and strategic management. Her background in **Consultant Coordination and Facilities Management ensures she understands how a building must perform long after construction is complete.**

Furthermore, her specialized expertise in **Security Systems, Audio-Visual integration, and Communications infrastructure is a critical asset for modern public safety facilities.** Kerrie ensures that the technical demands of the project are met while **maintaining strict Budget and Financial Review and Stakeholder Communication.**

THE FDCS "FORCE MULTIPLIER" ADVANTAGE

By combining Jerry’s field-proven construction logic with Kerrie’s strategic project and systems management, FDCS provides City of Rollingwood with a comprehensive management solution. We do not just observe; we advocate. **We ensure that every project milestone is documented, every change order is scrutinized, and every dollar is protected.**



AREAS OF EXPERTISE

FDCS offers a full range of services and expertise to municipal clients, including:

- Owner’s Representation
- Project Scoping / Needs Evaluation
- Site Evaluation / Selection
- Feasibility Studies / Planning
- Cost Estimating / Analysis
- Project A&E Scheduling
- Contract Preparation and Management
- Administration of RFQ/RFP
- Construction Oversight
- Cost Management / Value Engineering
- Inspection Coordination Services
- Procurement services utilizing Texas Government Code requirements
- Ten (10) Month Warranty Punch List with Client and Contractor



“WHAT YOU SEE **DEPENDS ON WHERE YOU SIT**”

The FDCS leadership team is unique because we have sat in almost every chair around the table: the tradesman’s, the contractor’s, the architect’s, and the owner’s.

This diverse perspective allows us to anticipate the needs of every stakeholder. When challenges arise, we don’t just see a problem; we understand the specific concerns of the individual—whether they are a city official, a design consultant, or a general contractor. We consider the opportunity to manage your project a privilege, and we bring this 360-degree perspective to every commitment we make.

“Jerry is by far one of the best construction managers with whom I have ever worked. He is honest, loyal, diligent, detailed, and always has our best interest at hand. Jerry is someone I can trust to get the job done correctly and efficiently. Based on our experience together, I can confidently recommend Jerry Fitzpatrick to anyone needing a reputable construction and project management services.”

--Neil Howard, Fire Chief, Rowlett Fire Department
City of Rowlett, Texas



OUR PURPOSE.

WHY WE DO THIS WORK.

Most organizations begin with a simple goal: to provide a service and sustain a business. However, at Fitzpatrick Design Construction Services (FDCS), we quickly realized that our work carries a much deeper community significance. After evaluating numerous civic and public safety facilities, it became clear that many of these essential buildings—the backbone of local governance—were subject to heavy use, deferred maintenance, and critical design oversights that directly impacted both operational efficiency and personnel safety.

A PURPOSE-DRIVEN APPROACH

A clear sense of purpose drives every engagement at FDCS. We founded this firm after observing a widening gap between the complex operational needs of city and county clients and the standard project management services available to them. Too often, the industry status quo prioritizes architectural aesthetics over functional reality, leaving public servants to operate in environments that fail to promote health, safety, or long-term operational continuity. For us, “showing up” every day means actively closing that gap and advocating for the end-user.

PROTECTING PEOPLE AND ASSETS: A RISK-BASED APPROACH

Our mission is to mitigate systemic risk for both the municipality and the individual. Through our extensive work in the public safety sector, we have identified critical vulnerabilities in legacy infrastructure that pose unacceptable liabilities to the Authority Having Jurisdiction (AHJ).

Our oversight process focuses on identifying and mitigating high-risk deficiencies that compromise the integrity of municipal operations:

- **Security Segregation & Flow:** Failure to maintain a clear physical separation between public spaces and staff-secure administrative or emergency zones creates hazardous operational intersections. We prioritize the enforcement of safe, distinct circulation paths to eliminate security vulnerabilities, maintain operational integrity, and protect municipal and emergency personnel.
- **Operational Resilience:** We ensure that building systems, structural durability, and spatial layouts are designed for heavy public use and emergency continuity, protecting the municipality’s long-term financial investment.

A SHARED DEDICATION TO THE CITY OF ROLLINGWOOD

Better working conditions lead to better recruitment, higher retention, and a more resilient community. This is why FDCS exists. We provide expert, “boots-on-the-ground” oversight for those who serve the public. This is our core purpose, and it is why we are uniquely positioned to serve as your dedicated partner for your critical facility infrastructure projects.

PROJECT TEAM & RESUMES

Fitzpatrick Design Construction Services (FDCCS) has assembled a dedicated project team specifically structured to meet the rigorous demands of municipal public building construction. Our staffing model is built on a foundation of **direct principal involvement**, technical specialization, and seamless inter-departmental coordination.

Led by Jerry Fitzpatrick as Principal-in-Charge, our team provides a single point of accountability backed by a diverse matrix of expertise. **We understand that continuity is vital to the success of long-term infrastructure projects. FDCCS is committed to the stability of this project team.** We acknowledge that the personnel assigned to this solicitation are foundational to our proposed approach; as such, FDCCS commits to the stability of this team and acknowledges that any staffing adjustments are subject to the City's prior written approval.

The following structure illustrates our collaborative chain of communication, designed to ensure transparency and rapid decision-making from pre-construction through final commissioning.

ORGANIZATIONAL CHART

Beyond their individual resumes, **this team operates with a shared language of public service.** Our leaders leverage their backgrounds in the fire service, construction management, and municipal facilities, we eliminate the "learning curve" typically associated with complex public buildings. **We don't just manage the project; we advocate for the end-users who will inhabit it.**



JERRY FITZPATRICK | PRINCIPAL-IN-CHARGE

Direct executive involvement in all contractual and high-level project milestones, ensuring the firm's full resources are aligned with the City's goals.



KERRIE CRIMMINS | PROJECT LEAD/SYSTEM SPECIALIST

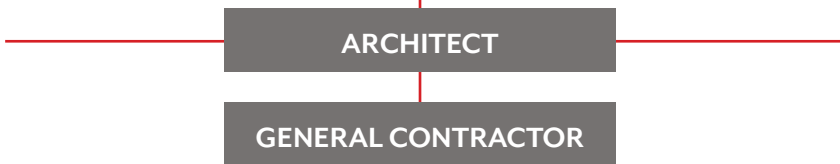
Specialized oversight of the administrative, financial, and stakeholder communication tracks, ensuring total transparency in reporting and budget management.



JARROD SMITH | PROJECT MANAGER

Focused on the "boots-on-the-ground" technical requirements, from constructibility reviews to ensuring the specialized needs of first responders are met in the field.

CONSULTANTS





JERRY FITZPATRICK, LEED AP FOUNDER | PRINCIPAL

EXPERIENCE

32 years | 7 years with firm

EDUCATION

TAS/Texas Accessibility Standards
and Architectural Barriers Courses

Collin College

Tarrant College

LICENSES/CERTIFICATIONS

LEED AP - Leadership in Energy
and Environmental Design

As Principal of FDCS, Jerry Fitzpatrick provides executive leadership and direct oversight on all municipal engagements. Drawing on extensive experience in construction administration, architectural design, and construction management, he brings a holistic understanding of public-sector project delivery to every client.

Prior to founding FDCS, Jerry served as Construction Administration Director for prominent architectural firms, overseeing the delivery of millions of square feet in commercial and institutional space. His portfolio includes corporate headquarters, financial institutions, and complex legal facilities. Throughout his career, he has specialized in:

- **Contract Administration:** Navigating the technical and legal rigors of complex construction agreements.
- **Fiscal Management:** Maintaining absolute alignment between design intent, construction costs, and municipal budgets.
- **Stakeholder Coordination:** Ensuring seamless collaboration between Owners, Design Consultants, and General Contractors.

Jerry is particularly skilled in managing high-stakes renovations within occupied facilities, implementing sophisticated phasing and safety planning to ensure total operational continuity for municipal staff. Under Jerry's leadership, FDCS has established a consistent track record of delivering high-performance assets for municipal clients:

- **City of Rowlett:** Jerry led construction management for the Public Library interior finish-out and the conversion of the former library into the Development Services offices. Following these successes, he served as Owner's Representative for Fire Station No. 2, managing the project from initial team procurement to final completion.
 - **Financial Result:** The station was delivered within its \$7.6 million budget, returning approximately \$85,000 in savings to the City.
- **City of Decatur:** He is currently providing executive oversight for several mission-critical public safety projects, including Fire Station No. 2 scheduled for completion in Q4 2026.

Through disciplined management, transparent communication, and unwavering fiscal accountability, Jerry ensures that every project aligns with municipal standards and community expectations. He doesn't just manage the project from a distance; he provides the direct, principal-level engagement necessary to protect the City's investment and professional reputation.



KERRIE CRIMMINS, LEED AP ID+C SENIOR PARTNER | CHIEF OPERATING OFFICER

EXPERIENCE

30 years | 4 years with firm

EDUCATION

Texas Woman's University

LICENSES & CERTIFICATIONS

Texas Real Estate License

LEED AP ID+C - Leadership in
Energy and Environmental Design
for Interior Design + Construction

For more than two decades, Kerrie Crimmins has operated on a foundational principle: project success is measured by how well a client is heard, supported, and protected. As a Partner and Senior Project Executive at FDCS, Kerrie translates this philosophy into a rigorous standard of Owner's Representation, guiding North Texas municipal leaders through the high-stakes complexities of civic construction.

Specializing in the delivery of fire stations, police facilities, and libraries, Kerrie acts as a relentless advocate for city interests. Her oversight ensures that taxpayer dollars are maximized and that municipal staff can proceed with total confidence in their project's trajectory. Her career is distinguished by a "client-first" perspective, cultivated through leadership roles at global real estate firms where she managed multimillion-dollar portfolios and diverse account teams. She brings key expertise to the following to the our team:

- **Municipal Advocacy:** Expertly navigating the planning, design, and close-out of essential civic buildings.
- **Fiscal Stewardship:** Ensuring taxpayer-funded projects are delivered on time, on budget, and with maximum efficiency.
- **Technical Integration:** Drawing on a deep background in security systems and facilities management to deliver high-performance environments.

Whether navigating intricate security system integrations or comprehensive facilities management, Kerrie has earned a reputation for transparency, responsiveness, and a rare ability to balance macro-level strategy with microscopic execution. To Kerrie, a project is more than a structure; it is an opportunity to enhance the daily operations and safety of the firefighters, officers, and citizens who rely on it.



JARROD SMITH

JUNIOR PARTNER | PROJECT MANAGER

EXPERIENCE

10 years | 3 years with firm

EDUCATION

Collin College
Basic Fire/EMT Certifications
Construction Management

Jarrold Smith joined FDCS in 2023 and has rapidly become a cornerstone of the firm's leadership team. Bringing a rare combination of field construction experience and a background in the fire service, Jarrod offers a practical, operations-driven perspective to every public sector project.

Over the past three years, Jarrod has successfully managed the delivery of multiple ground-up municipal facilities, ranging from administrative offices to high-security public service environments. He excels at aligning design intent with end-user functionality, ensuring that facilities are not only built to specification but are also adaptable and secure for long-term use. By replicating successful project models while solving site-specific challenges, he consistently reduces risk and improves delivery timelines.

Jarrold remains deeply engaged throughout the project lifecycle—from initial constructibility reviews and site oversight to stakeholder coordination and final closeout. His disciplined documentation and direct communication style keep owners, design teams, and regulators in lockstep regarding scope, budget, and quality.

A graduate of the Collin College Fire Academy with a degree in Construction Management, Jarrod understands the nuances of public procurement and the transparency required for taxpayer-funded projects. His ability to navigate the needs of city staff, public safety departments, and elected officials makes him an invaluable asset to the communities FDCS serves.



PROJECT MANAGER'S EXPERIENCE

Jarrold Smith serves as the Project Manager for FDCS, offering a unique blend of technical construction expertise and operational public safety experience. His background ensures that the City's project is managed with an "operator's eye," prioritizing both structural integrity and end-user functionality.

A. SIMILAR SCOPE AND COMPLEXITY (WITHIN LAST 3 YEARS)

Within the last three years, Jarrod has successfully managed the delivery of multiple ground-up municipal and public safety facilities. Most notably, he led the construction of the Rowlett Development Services facility and is currently managing several multi-bay Fire Station projects of similar scale and complexity to the City's proposed solution. His management covers the full project lifecycle, including:

- Coordination of multi-disciplinary design teams.
- Oversight of complex building envelopes and specialized MEP systems.
- Managing rigorous construction schedules to ensure on-time delivery.

B. IMPLEMENTATION OF SIMILAR ARCHITECTURE

Jarrold has extensive experience implementing the specific architectural requirements inherent in modern public safety facilities. He has managed projects utilizing the same four-bay, drive-thru apparatus architecture and ICC 500-compliant hardened structures required for this engagement. His expertise includes:

- Operational Flow: Aligning drive-thru bay functionality with rapid-response requirements.
- Specialized Systems: Implementing vehicle exhaust systems, alerting infrastructure, and secure technology hubs.
- Health & Safety: Executing "clean-to-gross" decontamination layouts and specialized laundry/shower facilities.

C. GOVERNMENTAL AGENCY EXPERIENCE

Jarrold brings significantly more than the required one year of experience working directly with governmental agencies. His career is defined by successful collaborations with:

- **Municipal Staff & Leadership:** Navigating the needs of City Managers, Department Heads, and City Councils.
- **Public Safety Departments:** Working alongside Fire and Police personnel to ensure facilities meet daily operational needs.
- **Regulatory Bodies:** Coordinating with local building officials and state inspectors to ensure 100% compliance with public procurement and building standards.

APPROACH TO SCOPE OF SERVICES

OUR PHILOSOPHY

At FDACS, we believe every project is unique, and every client deserves our highest level of dedication. We take immense pride in doing whatever it takes to safeguard both the project and the partnership.

Our primary objective is to act as the **unifying force** between the owner's specialists and the general contracting team. We ensure that every stakeholder collaborates with a single, shared focus: the owner's best interests. By synthesizing our team's deep industry knowledge with the client's specific vision, we ensure that every decision made is informed, strategic, and protective of the project's long-term goals.

CULTURE AND PROJECT MANAGEMENT APPROACH

The FDACS culture is rooted in **stewardship**. We do not operate as an external consultant; we operate as a **seamless extension of City staff**, providing the oversight and verification necessary to protect public investments. Our approach is built on two pillars:

- **Comprehensive Guidance:** We possess the collective knowledge, field experience, and organizational capacity to guide municipal projects through every critical milestone—from initial schematic design to final close-out and occupancy.
- **Transparent Communication:** We believe that successful projects are built on a foundation of open, honest dialogue. FDACS maintains a transparent communication loop with every client, allowing us to deeply understand their objectives while offering the expert perspective needed to navigate complex hurdles.

THE TRUSTED AGENT ADVANTAGE

By acting as a trusted agent, we provide the clarity and leadership required to turn complex plans into community assets. We understand that in municipal construction, there is no room for ambiguity. Our management style ensures that City of Rollingwood leadership remains fully informed and firmly in control, backed by the data and field-verified intelligence provided by the FDACS team.

“We engaged Ms. Crimmins [FDACS] at the outset of the design and renovation project for our Fire Station #2, and her contributions have been nothing short of exceptional...pivotal role in the bid process, from identifying and selecting the architect to securing a reliable construction company. She ensured that all meeting notes were meticulously maintained and managed the bid process with a high degree of professionalism. Additionally, she kept a detailed ledger of construction costs, which provided invaluable transparency throughout the project.

Throughout the construction phase, Ms. Crimmins demonstrated exceptional collaboration skills, particularly in coordinating finishes and ensuring that all aspects of the project aligned with our vision. Her attention to detail and dedication to the project were instrumental in its success.”

--John Denison, Battalion Chief, Cedar Hill Fire Department
City of Cedar Hill, Texas



COMMUNICATION & PROJECT GOVERNANCE STRATEGY

At FDCS, we believe that project success is a direct result of clear, consistent, and proactive communication. Our governance strategy is designed to eliminate information silos and ensure every stakeholder—from the City Steering Committee to the field inspectors—remains fully informed and aligned with the project’s mission.

STAKEHOLDER ENGAGEMENT & RELATIONSHIP BUILDING

Trust is the foundation of every successful municipal project. We don’t just manage contracts; we manage relationships.

- **Initial Stakeholder Alignment:** Our first step is a formal introduction of the FDCS team to all project participants. This initiation process establishes professional rapport early, fostering an environment of open dialogue rather than adversarial oversight.
- **Methodological Alignment:** We begin by actively learning the workflows, internal systems, and communication preferences of the City’s team. By understanding these unique perspectives, we tailor our oversight to support your specific operational needs without disrupting existing staff efficiencies.

CENTRALIZED COMMUNICATION FRAMEWORK

FDCS functions as the primary liaison between City of Rollingwood, the CMaR, and the Architect. We act as a “filter and funnel” to streamline the flow of critical information.

- **Immediate Communication:** We maintain open, “always-on” channels for all project participants. Critical updates, safety issues, or budget alerts are shared immediately, ensuring the City is never surprised by a scheduled meeting agenda.
- **Integrated Correspondence:** We establish a comprehensive project communication protocol for all major correspondence. This ensures every team member has real-time access to the same project data at any given time.
- **Unified Document Control:** We utilize Autodesk Construction Cloud (ACC) as our centralized “Single Source of Truth.” This cloud-based hub provides the City with 24/7 visibility into project status, RFI logs, submittals, and schedules. We provide access to all project stakeholders unless otherwise directed by the City.

OAC MEETING GOVERNANCE

We facilitate consistent, data-driven collaboration through our Owner/Architect/Contractor (OAC) meetings.

- **Inclusive Oversight:** We extend invitations to all relevant local building officials and inspectors for every OAC meeting. Encouraging their participation from the start ensures code compliance and early alignment, preventing costly “re-work” during the final inspection phase.
- **Transparency through Reporting:** Our team provides the City with daily updates through our project controls system. We transform project management from a “black box” into a transparent process, where every site observation, weather delay, or milestone achieved is documented and defensible.

DISCIPLINED CHANGE MANAGEMENT & RECORD CONTROL

At FDCS, we view disciplined record-keeping and structured change management as the primary safeguards for our clients' budgets and timelines. We implement rigorous documentation protocols that ensure 100% transparency and accountability from pre-construction through project closeout.

1. **THE PCO VETTING PROCESS:** In high-stakes municipal construction, no adjustment should ever be made in a vacuum. Every potential deviation is initiated through a formal Proposed Change Order (PCO) process, which serves as a comprehensive vetting tool. Each PCO must include:
 - **Justification:** A clear, written rationale for why the change is necessary (e.g., unforeseen site conditions, life-safety code adjustments, or owner-requested enhancements).
 - **Fiscal Analysis:** A granular cost breakdown supported by primary subcontractor and vendor documentation. We do not accept "lump sum" estimates; we require line-item transparency.
 - **Scope & Schedule Impact:** A precise evaluation of how the change affects the project's critical path and total boundary.

Every PCO is logged, numbered, and tracked within our project controls system, ensuring that every decision is evaluated and documented before any authorization is granted.

2. **OWNER-DRIVEN AUTHORIZATION:** We maintain a strict **"No-Surprises" policy**. No change is incorporated into the physical work without the City's explicit written approval.

Only after formal authorization is an official Change Order (CO) issued. We then track all approved COs against the overall project contingency and total budget to provide the City with accurate, real-time financial forecasting. This ensures that leadership always knows exactly where the "bottom line" stands.

3. **STRATEGIC BENEFITS TO CITY OF ROLLINGWOOD:** Through this disciplined process, FDCS provides:
 - **Complete Visibility:** Full insight into the "why" and "how" of every cost adjustment.
 - **Budget Security:** Hard-line protection against unauthorized "scope creep" and contractor-driven cost overruns.
 - **Reliable Forecasting:** Accurate, audit-ready reporting that aligns with Texas Local Government Code and federal financial standards.

THE FDCS "PAPER TRAIL" GUARANTEE

At project completion, this disciplined approach results in a perfectly reconciled financial history. City of Rollingwood will receive a comprehensive digital archive where every dollar spent is tied to a verified deliverable and a formal authorization—providing total peace of mind for future audits or public records requests.



EXPERIENCE, QUALIFICATIONS & REFERENCES

MESQUITE FIRE STATION #8 MESQUITE, TEXAS

DESCRIPTION

A modern public safety facility is more than a building; it is a 24/7/365 engine of community resilience. For this 18,000-square-foot integrated hub, the challenge was to engineer a space that balances the high-security protocols of a Police Substation with the rapid-response demands of a Fire Station. FDCS was engaged to ensure that architectural trends never compromised the safety of the 14 first responders living and working within its walls.

TECHNICAL OVERSIGHT & RISK MITIGATION

- **Atmospheric Integrity:** Directed the integration of advanced vehicle exhaust systems and specialized air filtration. By isolating hazardous contaminants and carcinogens, we ensured the living quarters remained biologically secure.
- **Structural Hardening:** Managed the construction of a high-resiliency ICC 500-compliant shelter. This ensures that even during extreme weather events, the City's command and control functions remain uninterrupted.
- **Functional Circulation:** Verified that the layout promoted operational continuity, from the commercial-grade kitchen to the four drive-thru apparatus bays, minimizing response times and maximizing personnel wellness.

FISCAL STEWARDSHIP & "AUDIT-READY" MANAGEMENT

- **Deliverable-Based Accountability:** We scrutinized every pay application and proposed change order (PCO) to ensure the City only paid for verified, high-quality milestones.
- **Force Multiplier Coordination:** Acted as the central technical hub between City/County leadership, Engineers, and Contractors, ensuring that the project remained on schedule and within the established budget.
- **Master Documentation:** Maintained a meticulous "paper trail" of submittals, RFIs, and inspections, providing the City with a transparent and legally defensible project record.

COMPLETED
Q2 2026

COST
\$15,800,000

KEY PERSONNEL

Jerry Fitzpatrick, Project Executive
Kerrie Crimmins, Senior Project Manager
Jarrod Smith, Project Engineer

OWNER

City of Mesquite
Keith Hopkins, Retired Fire Chief, Mesquite
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MESQUITE PUBLIC SAFETY TRAINING CENTER

MESQUITE, TEXAS

DESCRIPTION

The Mesquite Public Safety Training Center, Phase I is a strategic investment in the technical proficiency and health of first responders. FDCS was engaged to oversee the construction of this dual-environment campus, ensuring that the transition between high-intensity field training and classroom instruction is both operationally seamless and biologically secure.

TECHNICAL OVERSIGHT & RISK MITIGATION

- **Advanced Decontamination Protocols:** Directed the integration of exterior-access restrooms and showers. By ensuring personnel can decontaminate before entering the administrative core, we prioritized the isolation of carcinogens and particulates to maintain a clean, safe indoor environment.
- **Specialized Vertical Training:** Oversaw the construction of the four-story CMU burn tower with rooftop access. We verified that this high-liability structure was engineered for repetitive thermal stress and diverse rescue scenarios, providing a durable platform for real-world fire tactics.
- **Collaborative Learning Infrastructure:** Managed the delivery of the indoor classroom building, designed to host 51 students alongside workstations for Fire Training Administration. We ensured the facility supports both administrative continuity and high-capacity education..

FISCAL STEWARDSHIP & “OWNER’S ADVOCATE” IMPACT

- **Strategic Future-Proofing:** Directed the planning and installation of underground conduits and utility infrastructure for future phases. This “day-one” foresight prevents costly retrofits and ensures the campus can scale with the community’s growth.
- **Force Multiplier Coordination:** Acted as the central technical hub between Mesquite leadership and the construction team to manage the unique demands of both CMU tower construction and modern office/classroom integration.
- **Fiscal Stewardship:** Scrutinized every pay application and Proposed Change Order (PCO), ensuring that Phase I deliverables were met within the established budget while maintaining the high quality required for public safety training.

COMPLETED

Q4 2026

COST

\$4,100,000

KEY PERSONNEL

Jerry Fitzpatrick, Project Executive
Kerrie Crimmins, Senior Project Manager
Jarrod Smith, Project Engineer

OWNER

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SAPPHIRE BAY PUBLIC SAFETY FACILITY

ROWLETT, TEXAS

DESCRIPTION

The Sapphire Bay Public Safety Facility is a 24/7/365 engine of community resilience. FDCS was engaged as the Owner’s Representative to bridge the gap between architectural vision and the high-security, rapid-response demands of a dual-agency hub. Our goal was to ensure that design never compromised the safety or functionality of the first responders inhabiting the space.

TECHNICAL OVERSIGHT & RISK MITIGATION

In the public safety sector, a building must do more than house staff; it must protect them. Our oversight focused on the critical “bones” of the Sapphire Bay facility:

- **Atmospheric Security:** Directed the integration of specialized exhaust systems and advanced filtration within the apparatus bays. By isolating carcinogens and hazardous contaminants at the source, we ensured the residential wing remained a biologically secure environment for the 14 live-in personnel.
- **Structural Resilience:** Oversaw the construction of ICC 500-compliant hardened rooms. These “sanctuaries of safety” ensure that even during extreme weather events, both Fire and Police command-and-control functions remain uninterrupted.
- **Personnel Wellness:** Verified that the residential infrastructure—including full-service kitchen, sleeping quarters, and locker facilities—was engineered for the modern, diverse workforce, prioritizing health and operational readiness.

FISCAL STEWARDSHIP & “OWNER’S ADVOCATE” MANAGEMENT

- **Force Multiplier Coordination:** Acted as the central technical hub between municipal leadership, Engineers, and Contractors to eliminate silos and prevent scope creep.
- **Fiscal Rigor:** Scrutinized every pay application and Proposed Change Order (PCO), ensuring the client paid only for verified, high-quality milestones.
- **Defensible Documentation:** Maintained a meticulous “paper trail” of submittals, RFIs, and site inspections, providing the city with a transparent project record from planning to final closeout.

COMPLETED
Q2 2026

COST
\$10,900,000

KEY PERSONNEL

Jerry Fitzpatrick, Project Executive
Kerrie Crimmins, Senior Project Manager
Jarrod Smith, Project Engineer

OWNER

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DECATUR FIRE STATION #2

DECATUR, TEXAS

DESCRIPTION

The Decatur Fire Station #2 is a 26,000-square-foot investment in modern, resilient public safety for a rapidly growing community. FDGS was engaged to ensure this expansive facility—designed to consolidate essential fire functions under one roof—achieves maximum operational efficiency and a stronger community presence.

TECHNICAL OVERSIGHT & RISK MITIGATION

- **Operational Readiness:** Directed the integration of three drive-thru equipment bays featuring advanced exhaust and service systems. We ensured these frontline zones are engineered for rapid response and 24/7 reliability.
- **Structural Hardening:** Oversaw the inclusion of a hardened storm shelter built to ICC 500 standards. This critical feature provides a sanctuary of safety for the twelve live-in personnel during severe weather events.
- **Personnel-Centric Design:** Verified the functionality of the residential wing, including a full-service kitchen, sleeping accommodations, and modern locker facilities. We prioritize an environment that supports the health and readiness of the staff who inhabit it.

THE FDGS “OWNER’S ADVOCATE” IMPACT

- **Pre-Construction Strategy:** Managed schematic design and constant pricing reviews to ensure the project remained within the established budget during the GMP (Guaranteed Maximum Price) testing phase.
- **Force Multiplier Coordination:** Acted as the central technical link between Decatur leadership, the design team, and the Construction Manager to eliminate communication gaps and maintain schedule alignment.
- **Quality & Compliance:** Conducted regular site oversight and document reviews to ensure that materials and methods align with high-resiliency public safety standards.

COMPLETED

Q4 2026

COST

\$18,000,000

KEY PERSONNEL

Jerry Fitzpatrick, Project Executive
Kerrie Crimmins, Senior Project Manager
Jarrod Smith, Project Engineer

OWNER

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817.306.7979



ROWLETT FIRE STATION #2

ROWLETT, TEXAS

DESCRIPTION

Rowlett Fire Station #2 is a state-of-the-art municipal anchor designed with a forward-looking vision for community safety. FDGS was engaged to oversee the construction of this complex, multi-functional campus, ensuring that the high-performance demands of a modern Emergency Operations Center (EOC) and a specialized training ground were met with technical precision.

TECHNICAL OVERSIGHT & RISK MITIGATION

- **Hardened Command & Control:** Directed the construction of the 4,500 SF ICC 500-compliant EOC. This hardened shelter provides a sanctuary of safety for personnel and ensures uninterrupted command-and-control functions during regional disasters.
- **Rapid Response Engineering:** Oversaw the installation of four expansive drive-thru apparatus bays featuring high-performance bi-folding doors and advanced vehicle exhaust ventilation. We ensured these systems provide the speed and atmospheric safety essential for 24/7 readiness.
- **Specialized Training Integration:** Coordinated the specialized construction of a trench rescue prop and burn tower. Our oversight ensured these high-liability training assets were executed to meet rigorous safety and durability standards.

THE FDGS “OWNER’S ADVOCATE” IMPACT

- **Infrastructure Coordination:** Acted as the central hub for the integration of diverse campus elements, including the 235-foot communications radio tower and auxiliary apparatus buildings.
- **Fiscal Stewardship:** Scrutinized every pay application and proposed change order (PCO) to ensure the City received maximum value for its investment in long-term community resilience.
- **Master Documentation:** Maintained a meticulous “paper trail” for the entire campus project, ensuring that every specialized component—from the hardened shelter to the training props—was documented for a transparent and defensible project record.

COMPLETED
Q2 2021

COST
\$12,500,000

KEY PERSONNEL

Jerry Fitzpatrick, Project Executive
Kerrie Crimmins, Senior Project Manager
Jarrod Smith, Project Engineer

OWNER

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CONTRACT COMPLIANCE & RESOLUTION TRACKING

INTEGRATED SCHEDULE OVERSIGHT FRAMEWORK

Our methodology relies on continuous monitoring and proactive analysis to protect the Town's timeline. Each month, our team performs the following actions:

By maintaining this structured review process, FDCCS ensures that **City of Rollingwood leadership maintains full visibility into project progress and potential risks.** We transform the schedule into a transparent tool for informed decision-making, ensuring your community assets are delivered on time and ready for service.

1. PROACTIVE TIMELINE PROTECTION

Our methodology relies on continuous monitoring and proactive analysis to protect the City's milestone dates. Each month, our team executes a multi-point validation of the construction schedule:

- **Schedule Validation:** We conduct a thorough audit of the detailed schedules submitted by the CMaR to ensure they accurately reflect field reality and procurement status.
- **Logic & Float Analysis:** We analyze the schedule's internal logic and the consumption of "float." We ensure that activity sequencing is realistic and that the contractor is not artificially inflating timelines or hiding potential bottlenecks.
- **Critical Path Management:** we actively verify and validate all Critical Path activities—those essential tasks that, if delayed, move the final completion date. We keep these high-priority items under constant scrutiny.

OUR APPROACH TO QUALITY CONTROL

At FDCCS, our comprehensive approach to construction management ensures that the **project schedule remains a reliable indicator of progress rather than a static document.** By maintaining rigorous oversight of the CMaR's schedule, we provide City of Rollingwood with the foresight necessary to mitigate delays before they occur.

2. EARLY DETECTION & RAPID RESPONSE

The best way to manage a delay is to prevent it. FDCCS monitors for "early warning indicators" that often precede a formal schedule slide:

- **Procurement Bottlenecks:** Tracking long-lead items (e.g., electrical switchgear, specialized HVAC) to ensure they are ordered and tracked long before they are needed on-site.
- **Submittal Stagnation:** Ensuring the Architect and Consultants are reviewing technical data within contractual timeframes to prevent "paperwork delays."
- **Inspection Constraints:** Coordinating with local officials and third-party inspectors early to ensure the site is ready and the inspectors are scheduled.

3. ACTIONABLE CORRECTIVE STRATEGIES

If a delay begins to emerge, we don't just report it—we solve it. FDCCS provides the City with specific, actionable recommendations to regain lost time, such as:

- **Resource Adjustments:** Evaluating if the contractor needs to increase manpower or shift trades.
- **Work Resequencing:** Identifying "out-of-sequence" work that can be performed safely to maintain momentum.
- **Recovery Plan Implementation:** Formalizing a "catch-up" schedule that holds the CMaR accountable to the original completion date.

BUDGET ALIGNMENT & COST CONTROL

FDCS implements disciplined cost monitoring to maintain perfect alignment between the approved project budget, CMaR cost proposals, and architectural design intent. We ensure that public funds are utilized with precision through:

- **Cost Reconciliation:** We verify and reconcile estimates at every design milestone (Schematic, Design Development, and Construction Documents).
- **GMP & Change Management:** We validate all Guaranteed Maximum Price (GMP) developments and change order pricing to ensure market reasonableness.
- **Performance Analysis:** We conduct ongoing comparisons of actual costs against forecasted expenditures to prevent “budget drift.”
- **Contingency Oversight:** We proactively monitor contingency usage and remaining balances to ensure adequate reserves for the project’s duration.

Through constant collaboration with the CMaR and Architect, we identify cost pressures early—mitigating risks such as market volatility or scope gaps before they escalate into overruns.

FINANCIAL COMPLIANCE & DOCUMENT CONTROL

We ensure strict adherence to the City’s financial policies. Every instrument that commits public funds—including Change Orders, GMP Amendments, and Allowance Expenditures—is reviewed for scope accuracy, pricing justification, and funding availability before County authorization.

Our formal tracking logs provide full traceability for:

- Change Orders and potential changes.
- Contingency drawdowns and Allowance expenditures.
- Pay Applications and budget revisions.

This system ensures that no financial commitments proceed without complete documentation and authorization, supporting audit readiness and institutional continuity for City of Rollingwood.

FIELD OVERSIGHT & ISSUE RESOLUTION

Our site monitoring emphasizes the timely identification and resolution of field issues to prevent schedule drift. Our field resolution protocol includes:

- **Documentation:** We record field conditions via detailed reports and photographic evidence, cross-referenced with contract documents.
- **Centralized Tracking:** Issues are logged with clear responsibilities, dates, and required actions.
- **Contractual Alignment:** We coordinate with the CMaR and Architect to determine accountability and the optimal resolution path.
- **Resolution Monitoring:** We verify corrective actions and maintain a comprehensive record for project files.

In the event of disputes, FDCS provides City of Rollingwood leadership with written escalation recommendations, outlining the facts, risk exposure, and a clear strategy for resolution.



STRUCTURED COMMUNICATION & REPORTING GOVERNANCE

MEETING MANAGEMENT & LEADERSHIP

FDCS facilitates effective collaboration through the entire project lifecycle, serving as a neutral, solutions-oriented leader. We ensure that every meeting is an engine of progress, not just a line item on the calendar.

- **OAC Leadership:** We facilitate and document regular Owner/Architect/Contractor (OAC) meetings. We maintain formal agendas and produce detailed minutes to ensure all parties are aligned on the current week's priorities.
- **Accountability Tracking:** We maintain a "Live Action Log" to track every decision, responsibility, and open issue to closure. This rigorous follow-through ensures no technical detail or contractual requirement is overlooked.
- **Milestone Participation:** Our team provides direct, expert support for GMP presentations, Change Order reviews, and County Steering Committee briefings, acting as your technical voice in high-stakes discussions.
- **Neutral Facilitation:** We maintain open communication channels, ensuring project decisions remain aligned with the Town's priorities.

Our methodology integrates **disciplined schedule control, rigorous financial compliance, and proactive communication** into a single, unified oversight model. By acting as a technical "force multiplier" for County staff, FDCS safeguards City of Rollingwood's interests through every phase of development—from the first schematic drawing to the final certificate of occupancy.

We do not simply manage projects; we master the complex variables of municipal construction to ensure your vision is delivered **on time, within budget, and to the highest standards of operational quality.** With FDCS as your Owner's Representative, City of Rollingwood gains the transparency and leadership required to turn a complex plan into a resilient community asset.

REPORTING: CLARITY FOR LEADERSHIP

We believe City of Rollingwood leadership should be informed, not overwhelmed. Our reporting structure is designed to provide "at-a-glance" health checks backed by deep-dive data:

- **Technical Cost & Schedule Report:** A detailed, data-driven analysis for project staff, including critical path status, budget forecasts, contingency drawdowns, and risk register updates.
- **Executive Summary:** A concise, high-level briefing for the Steering Committee and Commissioners Court. This summary highlights overall project health, major accomplishments, and critical actions requiring County direction.

DOCUMENT ACCESSIBILITY

Transparency is only as good as your ability to retrieve data. FDCS maintains a centralized, "audit-ready" project archive—both digital and hardcopy—where every report, contract, and meeting minute is systematically indexed.

- **The 24-Hour Guarantee:** Our document management system ensures that any requested record, RFI, or financial justification can be retrieved within 24 hours.
- **Institutional Continuity:** This archive serves as a permanent record for the City, ensuring total transparency and legal defensibility long after the project has reached final completion.





BUDGET & EXPENSE MANAGEMENT

BUDGET ALIGNMENT & COST CONTROL

FDSC employs a multi-layered vetting process to ensure every tax dollar is utilized with precision. We maintain perfect alignment between the approved budget, CMAR proposals, and architectural intent through:

- **Milestone Reconciliation:** Review and reconcile cost estimates at each design phase (SD, DD, CD) to eliminate “scope creep” before construction begins.
- **GMP Validation:** Rigorous auditing of all Guaranteed Maximum Price (GMP) developments and change order pricing against market benchmarks.
- **Performance Analysis:** Ongoing “Actual vs. Forecasted” expenditure tracking to identify and mitigate fiscal trends early.
- **Contingency Management:** Proactive monitoring of owner and construction contingencies to ensure a healthy “safety net” through project closeout.

DISCIPLINED CHANGE MANAGEMENT

Every adjustment to the project’s financial baseline is initiated through a formal Potential Change Order (PCO) process. We provide the Town with:

- **Vetted Justification:** A clear rationale, granular cost breakdown, and schedule impact analysis for every PCO.
- **Owner-Driven Authorization:** No change is incorporated into the work without explicit written approval from the Town.
- **Full Traceability:** A real-time tracking log of all Change Orders, contingency drawdowns, and allowance expenditures, ensuring 100% transparency for future audits.

ACCURACY & TRANSPARENCY REPORTING

To maintain a current and accurate project budget, FDSC employs a rigorous, multi-layered approach to fiscal oversight. Our process is designed to **ensure full transparency and provide City of Rollingwood with precise, real-time financial data throughout the project lifecycle.**

SCHEDULE OVERSIGHT & RISK MITIGATION

We transform the project schedule from a static document into a predictive engine for community resilience:

- **Logic & Float Analysis:** Monthly audits of the CMAR’s schedule to ensure realistic sequencing and critical path accuracy.
- **Early Detection:** Monitoring for “warning indicators” such as procurement bottlenecks or submittal stagnation to prevent delays before they occur.
- **Actionable Recovery:** Providing specific recommendations—resource shifts or work resequencing—to regain lost time if project momentum shifts.

GOVERNANCE & REPORTING: CLARITY FOR LEADERSHIP

We believe Town leadership should be informed, not overwhelmed. We provide a dual-level reporting structure:

- **Technical Cost & Schedule Report:** A data-driven analysis for project staff, including budget forecasts and risk register updates.
- **Executive Summary:** A concise, “at-a-glance” briefing for the Steering Committee highlighting overall project health and critical actions required.
- **24-Hour Retrieval:** A centralized, indexed digital archive ensuring every report, contract, and minute is retrievable within 24 hours for total legal defensibility.



FITZPATRICK
OWNER'S REPRESENTATIVE

CLOSING COMMENTS

We are truly grateful for the opportunity to introduce Fitzpatrick Design Construction Services (FDCS) and to be considered for this vital role. We recognize the profound weight of responsibility you carry as a steward of public funds and community trust. The decision of who to entrust with the oversight of this project is significant, and we respect the diligence required to ensure the right partnership is formed.

Having served as Owner's Representatives and Construction Manager for decades, we understand the pressures unique to your position. We know what it means to sit in your chair, to weigh the complexities of municipal governance, and to seek the assurance that your team is making the best possible decision for the long-term success of the community.

Our commitment to you is absolute: uncompromising, personalized stewardship. We reject the "one-size-fits-all" model in favor of a tailored approach that prioritizes your specific goals, your operational constraints, and your community's vision.

OUR PLEDGE TO YOU IS THREEFOLD:

- **WE LISTEN:** We take the time to understand your priorities before we act.
- **WE PROTECT:** We safeguard your budget, your timeline, and your professional reputation.
- **WE DELIVER:** From initial planning through final occupancy, we ensure the project fulfills its promise in every detail.

At FDCS, our role extends far beyond project management. We are here to serve as your force multiplier—supporting your team, protecting your interests, and ensuring that when the project is complete, you are confident in the process and proud of the result.

Thank you for your dedication to City of Rollingwood, and for allowing us to be part of this process. We look forward to the possibility of partnering with you to bring this vision to life.

Sincerely,

Jerry Fitzpatrick
Founder | CEO



FITZPATRICK
OWNER'S REPRESENTATIVE

JERRY FITZPATRICK

Founder | CEO
M | 972.318.2157
jerry@fdcstx.com

KERRIE CRIMMINS

Senior Partner | COO
M | 214.923.1019
kerrie@fdcstx.com

FDCSTX.COM

**EXHIBIT C –
VENDOR
ACKNOWLEDGMENT**

VENDOR ACKNOWLEDGEMENT

The undersigned hereby certifies that he/she understands the specifications and any addendums, has read the document in its entirety and the prices submitted in this bid/proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, proposer further certifies and agrees to furnish any or all products/services upon which prices are extended at the price offered, and upon conditions in the specifications of the Invitation for Bid/Proposal.

The undersigned hereby certifies the foregoing proposal submitted by the company listed below hereinafter called "Bidder" is the duly authorized agent of said company and the person signing said proposal has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract; this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder; and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Company Name	Fitzpatrick Design Construction Services
Address of Principal Place of Business	
Street	8951 Collin McKinney Pkwy Suite 1101
City, State, Zip	McKinney, TX, 75070
Phone of Principal Place of Business	(972) 318-2157
E-mail Address of Representative	jerry@fdcstx.com
Federal ID	82-5296865
Date	06/01/2026
Authorized Representative Name	Jerry Fitzpatrick
Authorized Representative Title	Founder/CEO
Authorized Signature	