



PREPARED FOR THE CITY OF ROLLINGWOOD, TEXAS
REQUEST FOR QUALIFICATIONS
OWNER'S REPRESENTATIVE SERVICES
FOR CITY HALL IMPROVMENTS

June 8, 2026



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Converse City Hall | Converse, TX

ITEM 1 INTRODUCTION & COVER LETTER



1 INTRODUCTION & COVER LETTER



AUSTIN
900 South 1st Street
Suite #407
Austin, TX 78704
Ofc (512) 467-3041
www.agcm.com

Alun Thomas, City Administrator
City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

RE: RFQ – OWNER’S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

Dear Mr. Thomas:

On behalf of AG|CM, Inc., it is my privilege to submit our qualifications in response to the City’s Request for Qualifications for Owner’s Representative Services for the City Hall Improvements project. We have read the RFQ carefully, and we believe Rollingwood’s vision — a single municipal building that will serve both the City and the Westlake Fire Department under one roof — aligns directly with the kind of work AG|CM was built to deliver.

AG|CM is a Texas program management firm dedicated to representing public owners through every phase of complex capital projects. Civic facilities that double as public safety facilities sit at the heart of what we do. We understand that this is not simply a remodel; it is the City’s seat of government and, at the same time, a 24/7 working home for the firefighters who answer Rollingwood’s calls. Every design decision, schedule milestone, and dollar spent has to serve both missions at once, and the funding partnership with Travis County ESD No. 9 means every recommendation we make must withstand scrutiny from two governing bodies, not one.

That challenge is one AG|CM has solved before, on projects that mirror both halves of what Rollingwood is undertaking. We served as Owner’s Representative for the City of Kyle Public Safety Building, a combined police station and City Hall offices facility that required us to reconcile the operational, security, and adjacency requirements of two very different city functions within a single structure. We are also currently serving as Owner’s Representative on the City of Selma Fire/Police Training Facility, a phased, ongoing engagement that reinforces every day how small Texas municipalities actually operate — where residents know their council members by first name, where decisions are debated in public, and where every cost line and design choice is monitored closely by stakeholders who care deeply about getting it right. That experience is directly applicable to Rollingwood, a community of roughly 1,500 residents where the City Hall belongs to everyone and the success of this project will be felt personally by neighbors. Closer to home, our work for the City of West Lake Hills on their City Hall Project gives us a working understanding of how a small West Austin municipality makes decisions, holds public meetings, and expects its representatives to communicate with Council.

Most importantly, we understand that the City of Rollingwood is selecting a partner, not just a vendor. With a \$4 million combined investment from the City and the ESD, the margin for error is narrow, and the public visibility of this project — to residents, to Council, and to the firefighters who will occupy the building — is high. AG|CM commits to a team that is responsive, accountable, and personally invested in the success of the City Hall Improvements from the first programming workshop through occupancy and beyond. Thank you for the opportunity to be considered.

Respectfully,

Derek Bird
Director of Operations – Central Region
AG|CM, Inc.

Southwest Service Center | San Antonio, TX

ITEM 2 FIRM DESCRIPTION



2 FIRM DESCRIPTION

FIRM LEGAL NAME

AGCM, Inc.

Texas Sub-Chapter S Corporation

LOCATION OF RESPONSIBLE OFFICE

Austin

900 South 1st Street

Suite #407

Austin, TX 78704

PRIMARY CONTACT

Derek Bird, CCM, CQM

Director of Operations - Central Texas

(210) 592-3110

dbird@agcm.com

30

NUMBER OF YEARS
AG|CM HAS PROVIDED
PROFESSIONAL PROJECT
MANAGEMENT SERVICES

50+

NUMBER OF MUNICIPAL CLIENTS

COMPANY HISTORY & BACKGROUND

AG|CM has extensive experience providing management services for municipalities throughout the State of Texas.

With strong leadership and a depth of resources, we provide a well-rounded perspective that offers unique problem solving strategies and ensures successful project completion. Our core strength is our knowledgeable staff. We are a blended group of professionals who have experience as owner representatives, contractors, estimators, inspectors, and architects. Through proven leadership and management techniques, we work to ensure a smooth, trouble-free design and construction process that will result in a program or project that fully meets your expectations.

WE UNDERSTAND THE CITY OF ROLLINGWOOD

AG|CM has provided project management and construction support services for over 50 municipal clients, including surrounding municipalities like the City of West Lake Hills, the City of Pflugerville, and the City of Kyle. Working alongside a variety of municipalities, we have learned the processes and expectations for project execution and have incorporated them into our own methodology. AG|CM's sole purpose is to uphold the Owner's interests throughout the design, construction, and close-out phases to ensure compliance with applicable government requirements and delivery of a high-quality project on time and within budget.

Services Provided

- Owner's Representation
- Program and Project Management
- Construction Management
- Quality Assurance Inspections
- Facility Condition Assessment
- Conceptual / Detailed Cost Estimating
- Plan and Constructability Review
- Value Engineering
- Scheduling
- Staff Augmentation
- Construction Incentive Capture
- Project Auditing

OFFICE LOCATIONS

Corpus Christi

Corporate Office
1101 Ocean Drive
Corpus Christi, TX 78404

Austin

(Office Responsible for Project)
900 South 1st Street
Suite #407
Austin, TX 78704

Dallas

5606 SMU Boulevard
Suite #600752
Dallas, TX 75206

Houston

10370 Richmond Ave
Suite #325
Houston, TX 77042

San Antonio

85 N.E. Loop 410
Suite 600
San Antonio, TX 78216



ORGANIZATIONAL CHART



Derek Bird, CCM, CQM
Principal-In-Charge



Stephen Karp
Project Manager

STRENGTH IN NUMBERS: DELIVERING EXPERTISE, CAPACITY, AND RELIABILITY

Having a large and experienced staff is a significant advantage for our clients. Our depth of personnel allows us to bring the right expertise to every phase of a project—from planning and design through construction and closeout—while maintaining strong oversight and attention to detail. Our team’s qualifications include **20 Certified Construction Managers (CCM) firmwide**, complemented by a robust **Central Texas Region staff of 20+ construction and project managers**. With this level of expertise and capacity, we can respond quickly to challenges, manage multiple project components simultaneously, and ensure continuity without disruption. This ultimately translates to more efficient project delivery, reduced risk, and a higher level of service for the owners we represent.



REPRESENTATIVE MUNICIPAL PM/CM EXPERIENCE VALUE \$M

REPRESENTATIVE MUNICIPAL PM/CM EXPERIENCE	VALUE \$M
CCIA Terminal Replacement	\$38.5
City of Alvin City Hall	\$18.6
City of Alvin EMS Facility	\$11.1
City of Cedar Park Bond Program	\$10.3
City of Conroe Community Center	\$37.8
City of Converse Bond Program	\$8.7
City of Corpus Christi Convention Center	\$62.9
City of Corpus Christi Facilities CIP	\$21.6
City of Corpus Christi MSA	\$90.5
City of Corpus Christi Streets Staff Aug	\$278.9
City of Heath Fire Stations	\$15.0
City of Ingleside Project Management	\$41.2
City of Josephine Project Management	\$12.2
City of Kyle Library	\$5.2
City of Kyle Public Safety Headquarters	\$30.0
City of Kyle TIRZ Parks	\$14.1
City of McClendon-Chisholm Fire Station	\$4.5
City of Navasota Fire Station	\$18.0
City of Pearland Water Operations Building	\$6.3
City of Pflugerville Downtown East PM	\$158.6
City of Portland Bond Program	\$17.2
City of San Antonio Fire Department	\$20.1
City of Schertz Fire Dept	\$15.5
City of Schertz Woman Hollering Creek	\$10.6
City of Selma City Hall and Heroes Memorial	\$3.6
City of Selma Training Facility	\$7.0
City of Victoria Community Center	\$30.0
City of Victoria Public Safety Building	\$35.0
City of West Lake Hills City Hall	\$17.2
Corpus Christi RTA Customer Service Center	\$23.0
Houston Parks Board Hill at Sims Park	\$28.3
Midtown Superblock Park	\$17.8
New Braunfels Utilities Headwaters Phase 2	\$10.4
San Marcos Fire Station	\$2.6
Wimberley Library Expansion	\$5.5

Kendall County EMS Station #3 | Boerne, TX



ITEM 3 PROJECT TEAM & QUALIFICATIONS

3 PROJECT TEAM & QUALIFICATIONS

AG|CM PERSONNEL ROLES

PROJECT TEAM

AG|CM proposes a dedicated team led by senior leadership with deep experience in public facilities and supported by strong project management and technical expertise. This structure ensures both executive oversight and day-to-day project execution aligned with the City's goals.

Derek Bird, CCM, CQM - Principal-In-Charge

Role & Responsibilities:

Derek Bird will serve as Principal in Charge, providing executive oversight for the Rollingwood City Hall project. He ensures alignment between project scope, schedule, and budget while supporting the project team in resolving complex issues and maintaining high-level client communication.

Qualifications & Experience:

- Bachelor of Mathematics, Texas A&M University
- Certified Construction Manager (CCM)
- Construction Quality Manager for Contractors (CQM-C)
- 20+ years of industry experience
- With AG|CM since 2021
- Member of Construction Management Association of America (CMAA)

Municipal & Public Safety Experience:

Derek has extensive experience delivering municipal and public safety facilities, including multiple city halls, fire stations, training centers, and public safety buildings. Notable projects include the City of Pflugerville Downtown East, multiple ESD fire stations within the Central Texas region, and the City of Kyle Public Safety Building.

Involvement in Firm Experience:

Derek has served in leadership roles across AG|CM's portfolio, overseeing project teams and ensuring successful delivery of complex municipal and emergency services projects.

Stephen Karp - Project Manager

Stephen is a proud Rollingwood resident who brings a deep, personal understanding of the community he serves. Living locally allows him to stay closely connected to the City's priorities, challenges, and long-term vision. His active presence in the community ensures that his approach is thoughtful, responsive, and aligned with the unique needs and expectations of Rollingwood stakeholders.

Role & Responsibilities:

Stephen Karp will serve as the Project Manager, responsible for day-to-day project management, including schedule oversight, budget tracking, coordination with design and construction teams, and reporting to the City.

Qualifications & Experience:

- Bachelor of Arts Communications, St. Edwards University
- 20+ years of industry experience
- With AG|CM since 2006
- Construction Management Association of America (CMAA) Vice President, South Central Texas Chapter

Public Safety Experience:

Stephen brings direct experience managing public safety and municipal facilities, including the City of West Lake Hills City Hall, City of Pflugerville Downtown East, and the City of Cedar Park Police Department Expansion projects. His broader portfolio includes complex infrastructure, institutional, and government projects exceeding \$250M in total value.

Involvement in Firm Experience:

Stephen has led multiple AG|CM projects as the primary project manager, coordinating multidisciplinary teams and ensuring successful execution across all phases.



DEREK BIRD, CCM, CQM

Director of Operations - Central Texas



Years with AG|CM
5 Years

Year Started in Industry
2005

Location
San Antonio, TX

Education
Bachelor of Mathematics
*Texas A&M University -
College Station, TX*

Training and Certifications
Certified Construction
Manager (CCM)

Construction Quality
Manager for Contractors
(CQM-C)

OSHA 10-Hour

**Affiliations and
Associations**
Construction Management
Association of America
(CMAA)

Navarro ISD Education
Foundation

Marion ISD Education
Foundation

With two decades of experience in the construction industry on a variety of construction programs, Derek has an aptitude for communicating with AG|CM employees, construction partners, and clients.

As Principal in Charge, Derek is the executive liaison between the client and AG|CM's project team, maintaining alignment between contract scope, project delivery, and the client's expectations. He is a trusted partner who steps in to resolve escalated issues, ensuring proactive communication with the client with an emphasis on protecting our long-term relationship. Derek monitors staffing levels across active projects and works with the AG|CM team to address gaps, maintain schedule commitments, and deliver exceptional service. His involvement helps keep projects on track while supporting the client's goals and the project team's success.

RELEVANT PROJECT EXPERIENCE

Bexar County ESD 5 Fire Station #3 - Somerset, TX

Director of Operations

Providing project management for Fire Station #3, a ground-up build that will include a 6,000 SF apparatus bay, 3 bays, gear washing rooms, and a 4,000 SF living quarters allocated to crew sleeping quarters, media and training room, dayroom, kitchen and weight room. Project cost: \$4.1 M

Bexar County ESD 8 Station #3 - Helotes, TX

Director of Operations

Providing project management on 9,000 SF, ground-up fire station, including reception area, administrative offices, meeting rooms, dorms, kitchen area, and 3 apparatus bays. Project cost: \$5M

City of Kyle Public Safety Building - Kyle, TX

Director of Operations

Provided project management on the City's 63,000 SF Public Safety Building which includes fire administration and police operations. Project cost: \$35M

City of Pflugerville Downtown East - Pflugerville, TX

Director of Operations

Providing owner's representation for the City of Pflugerville for Downtown East development which consists of the new City Hall, recreation center, retail, commercial, hotel, and 500 multifamily residential units. Managing the construction of the 93,000 SF city hall and the 120,000 SF multi-generational rec center. Project cost: \$158.6 M

City of Selma Police and Fire Training Center - Selma, TX

Director of Operations

Providing project management for the city's new Police and Fire Training Center which includes an indoor police shooting range, commercial and residential burn towers, driving course, and educational and storage buildings. Project cost: \$7.0 M

Hays County ESD 8 Buda Fire Station/ EMS - Buda, TX

Director of Operations

Provided project management on the new 44,000 SF central fire station, administration offices, and training facility for Hays County ESD. Project cost: \$20M

STEPHEN KARP

Project Manager



Years with AG|CM
20 Years

Year Started in Industry
2006

Location
Austin, TX

Education
Bachelor of Arts
Communications,
St. Edwards University -
Austin, TX

**Training and
Certifications**
OSHA 30-Hour

**Affiliations and
Associations**
Construction Management
Association of America
(CMAA) Vice President,
South Central Texas
Chapter

An experienced project manager with nearly 20 years in the industry, Stephen is familiar with the Central Texas market, having managed several large, complex projects in the civil, K12, and municipal sectors.

As Project Manager, Stephen leads AG|CM's project delivery team, collaborating with the client, the design team, and the general contractor to ensure an integrated approach. During the preconstruction phase, he leads coordination meetings and represents the client's interests in negotiations, change orders, and claims. During construction, Stephen manages risk through quality assurance, ensures compliance with schedules, budgets, and specifications, and anticipates and minimizes conflicts. At each project milestone, he ensures that the work aligns with the contract terms by monitoring submittals and RFIs. For closeout, Stephen confirms timely occupancy, managing FF&E and coordinating final walkthrough with all stakeholders.

RELEVANT PROJECT EXPERIENCE

City of West Lake Hills City Hall - West Lake Hills, TX

Project Manager

Providing project management on the new 2-story, 18,000 SF city hall and municipal complex, which will house the police department, administrative offices, and council chambers. Project cost: \$13.2M

City of Pflugerville Downtown East - Pflugerville, TX

Project Manager

Providing owner's representation for the City of Pflugerville for Downtown East development which consists of the new City Hall, recreation center, retail, commercial, hotel, and 500 multifamily residential units. Managing the construction of the 93,000 SF city hall and the 120,000 SF multi-generational rec center. Project cost: \$158.6 M

City of Kyle Public Library - Kyle, TX

Project Manager

Provided construction management and quality assurance for the new 26,000 SF two-story Kyle Public Library, designed to mirror the new City Hall. The space

included a 16,000 SF library, 2,000 SF community room, and a 2,000 SF common space that ties them together. Project cost: \$3.5M

City of Kyle Public Safety Building - Kyle, TX

Project Manager

Provided project management on the City's 63,000 SF Public Safety Building which includes fire administration and police operations. Project cost: \$35M

City of Cedar Park Police Department Expansion - Cedar Park, TX

Project Manager

Provided program management on the Cedar Park 2015 Bond Program, including construction management and quality control for 12,200 SF addition to the existing police department building plus some renovation to the interior of the existing building. Project cost: \$4.5M

FIRM'S STAFFING & ABILITY

STAFF AND ABILITY TO MEET SCHEDULE AND DEADLINES

The right people, available when the City needs them. AG|CM is structured to give the City of Rollingwood immediate, sustained access to senior project-management talent without reliance on outside subcontractors. Every role on this engagement — project management, cost estimating, constructability review, and field inspection — is filled by an AG|CM employee. That single-firm model means the City deals with one accountable team, one chain of communication, and one quality standard from kickoff through warranty.

Because the City Hall / fire station program will be delivered through individual task orders against a master agreement, our staffing approach is built for responsiveness: a consistent core team that knows the project intimately, backed by a deep professional bench we can surge as design, procurement, and construction activities peak.

Professional bench depth in Central Texas. AG|CM maintains the following local in-house professional staff available to support this engagement:

DISCIPLINE	STAFF AVAILABLE
Project / Construction Managers	20
Business Development / Marketing	1
Cost Estimators / Constructability Reviewers	1
Total local professional staff in San Antonio/Austin Region	22

Assigned project team and committed availability. The following key personnel are assigned to the City of Rollingwood and will remain dedicated for the life of the engagement:

TEAM MEMBER	ROLE	COMMITTED AVAILABILITY
Derek Bird, CCM, CQM	Principal-in-Charge	Up to 25% — executive oversight, City point of contact, budget/schedule accountability
Stephen Karp, CMAA	Project Manager	Up to 60%, scaling to full-time during peak construction — day-to-day Owner’s Rep, on-site presence
Cost Estimating / Constructability	Supporting (as-needed)	Engaged at each design milestone and for every change-order review
Construction Inspection / QA	Supporting (as-needed)	Engaged through construction and closeout phases

Ability to meet the schedule and deadlines. AG|CM is positioned to respond on the City’s timeline for several reasons:

- Local presence. Our Austin office (900 South 1st Street) is roughly fifteen minutes from 403 Nixon Drive, allowing same-day site response and in-person attendance at City Council, stakeholder, and construction meetings without travel delay.
- No subcontracted staff. Every team member is an AG|CM employee, so we control resource allocation directly and can add estimators, inspectors, or a second project manager from our bench within days when a task order accelerates.

- Task-order responsiveness. Our core team carries the project knowledge from one task order to the next, eliminating ramp-up time and protecting continuity across the needs-assessment, design, procurement, construction, and closeout phases.
- Capacity to surge. With 54 project/construction managers and a full preconstruction group in-house, AG|CM can scale effort to match critical-path demands — milestone reviews, procurement windows, and substantial-completion inspections — without pulling Stephen Karp off the City’s daily oversight.



KNOWLEDGE OF LOCAL REGULATIONS

AG|CM demonstrates a strong working knowledge of applicable local, state, and federal regulations through its consistent delivery of public-sector projects across Texas and its comprehensive role as an Owner’s Representative throughout all phases of project development and construction. The firm routinely supports complex municipal facilities—such as the West Lake Hills City Hall and Municipal Complex and the City of Kyle Public Safety Building—where compliance with building codes, development standards, and multi-agency requirements is essential. Our established work approach emphasizes detailed review of design documents, constructability, and coordination, ensuring alignment with governing regulations and standards before and during construction. AG|CM’s field-level quality assurance processes further reinforce regulatory compliance by verifying that contractors execute work in accordance with contract documents, specifications, and applicable code requirements, while proactively identifying potential issues related to site conditions, building systems, and long-term performance. Through this combination of hands-on oversight, experience in similar civic projects, and structured review processes, our team brings a thorough and practical understanding of construction, environmental considerations, and drainage requirements necessary to successfully support the Rollingwood City Hall project.

GUIDING THE CITY’S KEY DECISIONS

Five decisions are still open — and the City is looking to its Owner’s Representative to get them right.

The City has been clear that several foundational decisions have not yet been made, and that the Owner’s Representative is expected to bring the analysis and recommendations needed to make them with confidence. AG|CM treats this as the most important work of the preconstruction phase. Rather than presume an answer, we will lead the City through each decision with the data, options, and trade-offs laid out plainly:

Refurbish vs. new construction. We will assess the existing facility against the Appendix A program and the \$4M cap, weighing lifecycle cost, schedule, operational disruption, and long-term fit, so the City chooses the path with full visibility into the consequences of each.

Delivery method. We will evaluate the appropriate procurement approach under Texas Government Code Chapter 2269 — including design-bid-build, CMAR, and other options the City has used successfully elsewhere — and recommend the method that best balances cost certainty, schedule, and risk for a dual-funded public project.

Environmental certification. We will define whether and to what level the project should pursue environmental or sustainability certification, accounting for the site’s watershed setting, any funder expectations, and the cost-benefit to a building meant to serve the City for decades.

Project timeline. We will build a realistic master schedule from the City’s needs assessment forward, sequencing design, procurement, and construction around Council milestones and the operational continuity of City and fire staff.

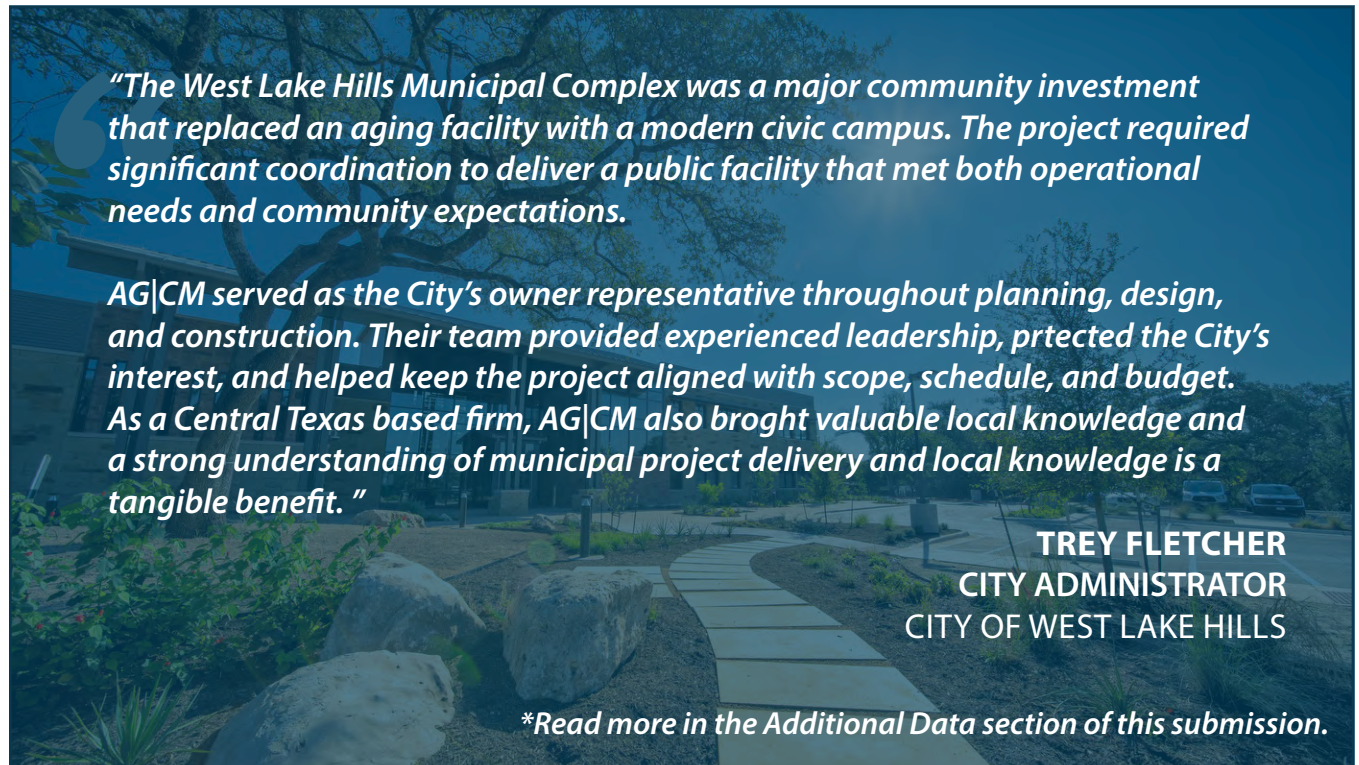
Budget adherence. We will hold the program to the combined \$4M ceiling through early cost modeling, constructability review, and continuous tracking against both funding sources — so the budget shapes the decisions, not the other way around.

By resolving these five questions early and transparently, AG|CM gives the City a defensible, well-documented foundation for every dollar and decision that follows.

SUBCONTRACTORS

AG|CM will not utilize subcontractors for this engagement; all services will be delivered directly by our in-house team. Our firm is comprised of a robust and experienced staff with diverse expertise in program management, construction oversight, and municipal project delivery, as illustrated in the organizational chart below. This structure ensures seamless communication, consistent quality, and direct accountability to the City throughout the duration of the Rollingwood City Hall Renovation project.

AG CM PROFESSIONAL STAFF	
Administrative	12
Business Development/Marketing	15
Project/Construction Managers	54
Construction Inspectors	11
Cost Estimators/Constructability Reviewers	9



“The West Lake Hills Municipal Complex was a major community investment that replaced an aging facility with a modern civic campus. The project required significant coordination to deliver a public facility that met both operational needs and community expectations.”

AG|CM served as the City’s owner representative throughout planning, design, and construction. Their team provided experienced leadership, protected the City’s interest, and helped keep the project aligned with scope, schedule, and budget. As a Central Texas based firm, AG|CM also brought valuable local knowledge and a strong understanding of municipal project delivery and local knowledge is a tangible benefit.”

TREY FLETCHER
CITY ADMINISTRATOR
CITY OF WEST LAKE HILLS

**Read more in the Additional Data section of this submission.*

Brazoria County Courthouse Campus Renovation & Expansion | Angleton, TX



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SCOPE OF SERVICES

PRECONSTRUCTION PHASE APPROACH

AG|CM has extensive experience representing municipal clients throughout the State of Texas. One thing that sets AG|CM apart is that we seek to be a trusted advisor to our clients. To build this trust, AG|CM is solely focused on our client’s needs.

ESTABLISHING A COMMUNICATION FRAMEWORK

We will establish and maintain a structured communication protocol with the City to ensure clear, consistent, and transparent information flow. This includes defining reporting formats, meeting cadence, escalation procedures, and documentation standards. Acting as the City’s single point of coordination, we will streamline communication among all stakeholders, ensuring timely decision-making and complete alignment throughout the project lifecycle.




At AG|CM, we believe in working collaboratively and being proactive. Collaboration with all team members will yield the best value for the City of Rollingwood. Together, we will redefine the goals and accomplish them by guiding the project team with leadership and integrity.

Being your partner and trusted advisor is our goal. Our AG|CM team brings experience, capability, technical resources, and industry best practices. We will adapt and

mold to your structure and your program, and work side-by-side in collaboration with and in support of your leadership team.

MINIMIZING ADVERSARIAL RELATIONSHIPS

By emphasizing teamwork and cooperation, AG|CM creates an atmosphere that minimizes adversarial relationships and promotes a successful project outcome. Our management of relationships incorporates three essential practices:

-  **Open and transparent communication.** We encourage effective dialogue among all stakeholders, including the designers and contractors.
-  **Early involvement of essential parties.** Involving stakeholders early during design can proactively address potential conflicts and misunderstandings.
-  **Establish clear project objectives and expectations.** We will work to ensure that everyone is aligned and working towards a common goal.

FOUR PRINCIPLES FORM THE FOUNDATION OF OUR APPROACH:

			
<p>Collaboration</p>	<p>Anticipation</p>	<p>Representation</p>	<p>Engagement</p>
<p>We will work closely with the City of Rollingwood to create an atmosphere of teamwork towards a successful project completion.</p>	<p>We are solution minded. We will always look ahead to identify solutions to challenges you may face.</p>	<p>Your goals are our goals. We will develop a thorough understanding of your current service and future goals.</p>	<p>We will always keep the City and the community informed with detailed, reliable information so you can make the best decisions possible.</p>

NEEDS ASSESSMENT & DELIVERY STRATEGY

AG|CM will work with the City to further refine the existing needs assessment and clarify project scope, priorities, and performance objectives. Through coordination with City stakeholders, we will help identify operational considerations and project requirements that influence design and construction outcomes. We will also assist in evaluating delivery methods, including Design-Bid-Build and Construction Manager at Risk, providing input based on project complexity, anticipated risks, and budget and schedule considerations to support a well-informed selection process.

PROCUREMENT AND CONTRACTING

AG|CM will assist in preparing RFQs and RFPs for the procurement of the Architect and Contractor or CMAR, supporting compliance with applicable procurement requirements. This includes assisting in defining scope, evaluation criteria, and selection procedures, as well as coordinating the solicitation and evaluation process.

In addition, AG|CM will support broader procurement activities, including coordination of bid documents, compilation of bidder lists, and facilitation of the bid process. We will assist in reviewing bid results, supporting discussions related to contract award, and helping to align procurement outcomes with project scope, schedule, and budget considerations.

AG|CM's experience with public procurement processes and familiarity with applicable regulations will support a structured and transparent approach that encourages competitive participation and informed decision-making.

DESIGN PHASE COORDINATION & EARLY IDENTIFICATION OF POTENTIAL ISSUES

AG|CM will participate in ongoing coordination efforts throughout the design phase, assisting in the review of design documents, drawings, and specifications for general constructability, consistency, and alignment with project goals. We will facilitate communication among stakeholders to support early identification of potential issues, when opportunities for refinement are most effective.

Through coordination meetings and design discussions, AG|CM will assist in supporting alignment between project requirements, schedule considerations, and design development, helping promote a well-integrated design

that reflects the City's needs while minimizing potential downstream impacts.

DESIGN REVIEWS

Building on coordination efforts, AG|CM will assist in supporting design phase reviews at key milestones from schematic design through construction documents. These reviews will help inform discussions related to constructability, coordination, and cost alignment, supporting proactive identification of conditions that may impact schedule or budget.

AG|CM will also assist in supporting cost awareness throughout design by facilitating development and review of estimates during schematic design, design development, and construction document phases. As the design progresses, these estimates may be refined to reflect increasing levels of detail, supporting ongoing alignment between scope and available funding.

STAKEHOLDER INTEGRATION

AG|CM will support engagement with key City stakeholders and user groups to help ensure that operational considerations are incorporated into the design process. By facilitating collaboration among departments and project participants, we will assist in capturing input related to maintenance, operations, and functional requirements. This process supports alignment between project design and long-term facility use, while promoting a shared understanding of project goals across all parties.



COST ESTIMATING & VALUE ALIGNMENT

AG|CM will assist in the development and review of cost estimates at key design milestones, supporting ongoing alignment between project scope and available funding. Our team includes professionals with experience in construction cost review, change evaluation, and constructability-based analysis, which helps support informed discussions as the design progresses. Where appropriate, AG|CM will assist in facilitating cost discussions with the City and project team, helping to identify potential impacts and opportunities for refinement. Available estimating resources and project data may be utilized to support the development of conceptual and progressive estimates, particularly during early design phases when information is limited. AG|CM will also assist in reviewing bid results during procurement, supporting the City's understanding of current market conditions and general alignment between received bids and project expectations. Through these efforts, AG|CM will support cost awareness and value discussions while helping maintain alignment between budget, scope, and overall project objectives.

SCHEDULE

AG|CM will assist in developing a comprehensive milestone schedule that reflects key activities during design, procurement, and preconstruction. Our scheduling professionals support the evaluation of project and

program schedules to identify potential challenges in scope, logic, sequencing, and duration. Through coordination with the project team, we assist in maintaining alignment with schedule objectives and facilitate discussions related to timing, phasing, and overall project progression.

Using established scheduling practices, AG|CM will support identification of critical and non-critical activities, review resource considerations, and assist in evaluating potential impacts to the schedule. Where appropriate, schedule reviews may include high-level scenario evaluations to help inform decision-making. Throughout the process, AG|CM will provide updates to the City of Rollingwood to promote transparency and awareness of schedule-related considerations as they arise, supporting proactive coordination and informed project management.

PRECONSTRUCTION PLANNING & READINESS

AG|CM will support preconstruction planning activities, including coordination of preconstruction meetings, assistance with contract documentation, and coordination with utilities, agencies, and other stakeholders. Through these efforts, we will assist in preparing the project for transition into construction by promoting alignment, documenting key decisions, and supporting readiness across all project participants.



CONSTRUCTION PHASE APPROACH

Boots on the ground representation and engagement.

PROJECT COORDINATION & COMMUNICATION

Ongoing coordination during construction will be supported through facilitation of communication among the City, Architect, Contractor, and project stakeholders. Established communication protocols, meeting coordination, and information flow will be maintained to help keep all parties aligned. Regular updates and documentation will support transparency and promote timely decision-making as the project progresses.

SCHEDULE MONITORING & BUDGET MONITORING

Project schedule progression will be monitored relative to established milestones and sequencing, with coordination among the project team supporting identification of potential impacts related to timing, phasing, and resource considerations. At the same time, budget performance and cost activity will be tracked to support overall awareness of project financial status.

Coordination of discussions related to schedule and cost impacts will assist in maintaining alignment between project progress, available funding, and overall objectives. Updates provided to the City will promote transparency and support proactive project management throughout construction.

ON-SITE PRESENCE & QUALITY ASSURANCE

Periodic site presence will support general awareness of construction progress and ongoing activities. Observations may include review of major building components for general alignment with project documents and coordination with inspection and testing efforts.

Inspection activities and observed deficiencies will be documented through logs and reports, with coordination among project participants supporting ongoing tracking and communication. This process promotes visibility into project conditions and supports discussion of corrective actions as needed.

DOCUMENTATION AND REPORTING

Ultimately, AG|CM is there to coordinate all aspects of project delivery on behalf of and in conjunction with the City of Rollingwood. We represent the City in all processes

discussed in this approach. However, our responsibility to you does not end with simply executing these processes, we will be there to document it.

AG|CM's project managers are responsible for inputting report entries. Special emphasis will be on reporting activities related to the critical path of the project. Specific information included in the reports will include:

- Daily construction production activities.
- Photos with clear descriptions and corresponding dates.
- Major deliveries.
- Special testing and inspection that occurred.
- Any specific direction provided to the contractor.
- Weather impacts, if any, that may have delayed the critical path.
- TCEQ SWPPP compliance monitoring.

We are on site and engaged on behalf of the owner. We represent the City of Rollingwood while updating staff and keeping them informed is a major part of that role. Formal reporting, along with informal communication, is critical to creating snapshots in time for the owner, giving them a picture of project health at weekly, monthly, and/or quarterly intervals as required. Understanding this is critical for us to properly keep you informed. The following topics would be included in our project manager's monthly report in addition to any specific City requests:

- Schedule update.
- Budget reviews and forecasts (including change log review and cash flow projections).
- Pending action review to discuss critical items.
- Quality management report to discuss any pending deficiencies.
- Critical item tracking to pick up the identification of and closeout of any other critical construction topics.

As an extension of the City on the project, we want to make sure we are addressing aspects of the project that are important to you. We know project management and will work daily to ensure the processes and procedures are maintained to help ensure a successful delivery. We also want to ensure that reporting on those processes is regular and tailored for the City of Rollingwood.

CHANGE ORDER REVIEW

Establishing and managing a clear and logical cost management process is another key role AG|CM will play on behalf of the City. The contract and general conditions will be reviewed to ensure the requirements of the contractor are outlined within the documents. The process documentation/protocol should include references to any project management software to be utilized, direction on who initiates changes, what the review/approval gates are, emphasis on timely submission of changes, penalties for unreported change, and guidelines for approved use of each contingency account (owner's and contractor's).

AG|CM will manage change on the project and ensure each account is utilized in conformance with the contract. Understanding what is payable from each account is critical to managing the budget.

Understanding and documenting approved changes for the owner either by means of a PM software or simple budget spreadsheets is only half of the battle. We take care to ensure that, as the owner's on-site representative, we track not only approved/submitted changes, but those that we see coming down the pipeline. These often-undocumented costs can be the result of uncommitted or pending submission of changes due to recent RFI responses, issued ASI, pending user requests, unforeseen conditions etc. The only means of accurately reflecting pending costs is for the project manager to be involved and understand the costs that are out there. If the owner is relying only on approved or submitted changes to give them an accurate depiction of budget status, they are missing out on what has the potential to be a substantial component of the budget picture.

CONSTRUCTION OBSERVATION

We will be your eyes, ears, and boots on the ground for the projects the City of Rollingwood assigns to us. The following outlines our actions during the construction phase of a project.

- Schedule and conduct bi-weekly construction and progress meetings to discuss such matters as procedures, progress, problems, and scheduling. Prepare and promptly distribute minutes.
- Perform job-site visits to monitor quality, oversee testing/inspections, monitor adherence to safety plans, and ensure contractor is adhering to all contract drawings, terms and conditions. Daily logs will be kept.
- Maintain all project documentation and keep time-

stamped photo/video record of project progress.

- Monitor progress of construction against the Master Program Schedule, forecast potential issues and facilitate conflict resolution to align project to schedule.
- Review all RFIs, ASIs, submittals, monthly pay estimates, and daily reports.
- Review and evaluate the appropriateness of all proposed change orders; advise the owner as to their effect on the contract's time and cost.
- Perform independent estimates of proposed change order work when necessary or when directed by the owner.
- Negotiate change orders and recommend approval or denial by the owner.
- Monitor and track all third-party testing.
- Work to ensure accuracy of as built records.
- Work closely with the inspector on all testing, site changes, and red lines.
- Provide interim reports on key issues covering all aspects of the project to keep the owner informed.
- Monthly reports are prepared in conjunction with normal billing cycles and reviewed by the project team.
- Briefing and presentations to the owner will be conducted when requested.

Through these efforts, the construction phase will be supported by a coordinated and informed approach that promotes alignment among all project participants. Consistent communication, organized documentation, and ongoing awareness of schedule, cost, and field conditions will help facilitate timely resolution of issues as they arise. This approach supports a stable progression of the project and provides the City of Rollingwood with clear visibility into construction activities, contributing to a well-managed transition into the closeout phase.



CLOSEOUT PHASE APPROACH

The closeout phase represents a critical transition from construction to full operational use of the facility and is essential to protecting the City's investment. During this phase, our focus is on ensuring completeness, accuracy, and long-term functionality by verifying all project deliverables, coordinating final inspections, and facilitating a seamless turnover to City staff. We implement a structured and proactive closeout process that emphasizes comprehensive documentation, operational readiness, and accountability across all project participants. Our approach extends beyond project completion to include ongoing support during the warranty period, ensuring that the City of Rollingwood receives not only a finished facility, but a fully functional, maintainable, and well-documented asset prepared for long-term success.

RECORD DOCUMENTS, O&M MANUALS, & WARRANTY

We will coordinate and verify the completeness of all project closeout documentation, including as-built drawings, specifications, approved submittals, and change order records, ensuring they accurately reflect final construction conditions. Concurrently, we will review Operations and Maintenance (O&M) manuals for completeness and usability, confirming inclusion of system descriptions, maintenance procedures, and manufacturer data. Our team will also verify that all warranties are properly submitted, compliant with contract requirements, and clearly documented, including coverage terms and durations. A consolidated document and warranty log will be provided to the City, ensuring long-term accessibility and effective facility management.

FINAL INSPECTION, PUNCH LIST, AND PROJECT COMPLETION

AG|CM will support the coordination of final inspections and assist in monitoring the development and execution of the project punch list. This includes facilitating collaboration among the Architect, Contractor, and City representatives to document observed items, maintain tracking logs, and promote timely resolution. Additionally, we will coordinate required regulatory inspections and confirm that all approvals, certifications, and occupancy requirements are satisfied.

OCCUPANCY

We will coordinate and confirm that City staff receive comprehensive training on all building systems and equipment, ensuring readiness for day-to-day operations. Training sessions conducted by contractors and vendors will be scheduled, documented, and aligned with O&M materials. In parallel, we will assist with occupancy coordination, including integration of Owner-furnished equipment, technology systems, and operational transition planning. Our goal is to ensure the facility is fully functional and that City staff are confident in operating and maintaining all systems upon turnover.

CLOSEOUT & FINAL PAYMENT

We will perform a detailed review of final payment applications to confirm that all contractual obligations have been satisfied prior to recommending final payment. This includes verification of completed work, resolution of outstanding issues, submission of lien releases, and reconciliation of the project budget. Our team ensures that all financial documentation is accurate and complete, providing the City with confidence in the final accounting of the project.

WARRANTY SUPPORT AND POST CONSTRUCTION SERVICES

Following project completion, we will remain engaged during the warranty period to support the City in tracking and resolving warranty issues. We will coordinate with contractors to ensure timely response and completion of corrective work, maintain documentation of all warranty activities, and assist with warranty inspections as needed. This continued involvement ensures that the facility performs as intended and that the City's investment is fully protected.

"The AG|CM team as a whole is all engaged on any given project/issue. They are eager to help resolve any issues with recommendations. They are great to work with."

RANDY MATYEAR
ASSISTANT CAPITAL PROGRAMS MANAGER
CITY OF SAN ANTONIO

Fort Bend County Sheriff's Headquarters | Richmond, TX



5 REFERENCES



City of West Lake Hills

WEST LAKE HILLS CITY HALL AND MUNICIPAL COMPLEX

Location
West Lake Hills, TX

Project Size
17,953 SF

Delivery Method
CMAR

Owner
City of West Lake Hills

Type of Construction
New construction

Trey Fletcher
City Administrator
(512) 610-6825
tfletcher@westlakehills.gov

Services Provided
- Project Management
- Quality Assurance Observations

Project Duration
Apr 2024 - July 2025

Project Cost
\$17.2 M

The City of West Lake Hills selected AG|CM to provide project management services for the City Hall and Municipal Complex.

AG|CM provided full project management services on the new 2-story, 17,953 SF West Lake City Hall and Municipal Complex. City residents passed a \$25M Bond, of which \$16M is allotted to the construction of a new city hall and police building that helps centralize services and create better functionality to the surrounding community. The new municipal complex houses the police department, administrative offices, and council chambers.

West Lake is a very green community, and for the project they sourced reclaimed local cedar trees on site that were used for trim throughout the building. For landscaping, they prioritized native plants to avoid extensive irrigation and installed a large detention pond to reclaim water and combat against potential drought.

Relevancy to this Project

- Similar operational needs
- Surrounding municipality



City of Kyle

KYLE PUBLIC SAFETY CENTER

Location
Kyle, TX

Project Cost
\$30.1 M

Delivery Method
CMAR

Project Size
63,183 SF

Type of Construction
New Construction

Owner
City of Kyle
Jerry Hendrix
Former Assistant
City Manager
jryhendrix@gmail.
com
(512) 694-3934

Services Provided
- Project
Management
- Cost Estimating
- Quality Assurance

Project Duration
Sept. 2021 - July
2023

The City of Kyle selected AG|CM to provide project management on their third project, the City's 63,000 SF Public Safety Center.

The Public Safety Center allows the Police Department to expand its services and grow over the next 20 years, with dedicated space to improve emergency response times, accommodate victims or residents experiencing trauma, create an investigations suite and canine unit, manage evidence processing and storage, increase officer training and pursue accreditation, and expand community-based programs and mental health services.

The Public Safety Center also provides the City with an opportunity to create an Emergency Operations Center (EOC), a central command center for collaborating with surrounding counties and authorities during natural disasters, security threats, and major accidents.

Finally, with room for the Police Department to grow, the Public Safety Center will also provide immediate, temporary space for ancillary public safety functions, including Communications, Information Technology and City administration, until the Police Department requires the full building.

Relevancy to this Project

- Similar operational needs
- Surrounding municipality



The City of Pflugerville

PFLUGERVILLE DOWNTOWN EAST - CITY HALL AND REC CENTER

Location
Pflugerville, TX

Rec Center: \$78.5M

Delivery Method
P3

Project Size
City Hall: 93,000 SF
Rec Center: 120,000 SF

Type of Construction
New construction

Owner
City of Pflugerville
Emily Barron
Assistant City Manager
(512) 990-6300
emilyb@pflugervilletx.gov

Services Provided
- Cost Estimating
- Program Management
- Quality Assurance

Project Duration
Nov 2024 - Ongoing

Project Cost
City Hall: \$80.1M

The City of Pflugerville selected AG|CM to provide Owners Representative for the city's Downtown East development.

The Downtown East development consists of the 93,000 SF City Hall, the 120,000 SF recreation center, and up to 130,000 SF of retail, 120,000 SF of commercial, a 75,000 SF hotel, and 500 multifamily residential units. AG|CM was selected to manage the \$80.1M City Hall and the \$78.5M Multi-Generational Recreation Center. AG|CM's efforts under this program have included meeting with stakeholders, public outreach, staff feedback, demographic review, and reviewing growth projections to determine what the needs of the facility will be to ensure it serve the desired functions of the City for the next 20-30 Years. Once the Programming was completed, we worked with our Preconstruction Team to provide a detailed cost estimate on the future facility to ensure that funding is adequate and future escalation is considered in this very volatile construction market.

Relevancy to this Project

- Similar operational needs
- Surrounding municipality



City of Schertz

*displayed rendering is a proposed design option and not yet finalized.

FIRE STATION NO. 4

Location
Schertz, TX

Project Size
15,000 SF

Delivery Method
CMAR

Owner
City of Schertz
Greg Rodgers
Fire Chief
(979) 229-6625
GRodgers@schertz.
com

Type of Construction
New Construction,

Services Provided
- On-Site Project Management
- Quality Assurance
- Closeout Management

Project Duration
09/2023 - current

Project Cost
\$10 M

The City of Schertz has recognized the growing need for expanded fire and emergency services to meet the demands of its rapidly developing community. In response, the City has initiated the development of Fire Station No. 4, a vital addition to its public safety infrastructure.

AG|CM is providing full project management services on the new station, situated on approximately 10 acres. The proposed one-story facility is approximately 15,000SF and is designed to accommodate eight double-stacked apparatus bays. This new station will not only enhance emergency response capabilities, but also serve as a modern, fully equipped hub for firefighters and staff. Key features include an Emergency Operations Center (EOC) with limited dispatch functions, a community/training room, two offices, and support spaces such as dorm rooms, locker rooms, showers, laundry facilities, and a full-service kitchen. Additionally, amenities like a day room, fitness area, study space, and outdoor cooking and dining areas will ensure firefighter wellness and readiness.

Relevancy to this Project

- Similar operational needs
- Surrounding municipality

City of Converse Fire Station | Converse, TX



ITEM 6 QUALITY CONTROL / ASSURANCE

6

QUALITY CONTROL / ASSURANCE

QUALITY CONTROL / ASSURANCE

ASSURING THE QUALITY OF THE PROJECT

Quality assurance and quality control begins at the inception of the project when the scope must be accurately described, unique conditions noted and client expectations fully explored and documented. The Owner's standards and guidelines must then be applied to the project requirements to determine compatibility or if changes are necessary. Cost Estimates are developed and Constructability Reviews performed at major mile-stones of the design process to ensure project is in budget, meeting program requirements, and is constructed as designed. Complete and thorough construction documents are the project managers' best tool for managing and controlling quality.

With regard to the more formal role QA, the Project Manager's QA shall ensure that the contractor submits a Quality Control plan as part of the startup submittal process at the beginning of the project. The Quality Control plan should address staffing, deficiency reporting/tracking, deficiency resolution process, inspection and testing process, inspection and testing documentation and structure of the Quality Control meeting process (pre-installation meetings, preparatory meetings etc.).

A successful QA program on a major construction project integrates contractor's Quality Control with the Owner/CM Agent's Quality Assurance (PM/CM QA and Third Party Testing). Early identification and communication of all quality checkpoints, required tests, inspections and standard of quality for each individual definable feature of work is key. AG|CM works with both the contractor and design firm to develop a comprehensive log of all required quality tests and inspections broken out for each feature of work by project specification division. This log identifies each test/inspection, the responsible party (Materials Testing Firm, Owner's Inspector, AE inspection, etc), anticipated date and the final date the test/inspection was carried out. Each individual test/inspection is logged and filed via project inspection forms provided by AG|CM. This file is then submitted to the Owner at the completion of the job.

AG|CM believes the most significant tool on any project is communication. Without communication, the project is destined to fail. The following is a list of documents that AG|CM uses to ensure all project team members are on the same page throughout the life of the project to assist with QA/QC.

- **Program of Requirements (POR)** - Clearly states project scope and requirements
- **Risk Management Plan** - Identifies the risk allocation for multiple variables of the project
- **Project Kick-off** - Sets the tone for the project by creating communication matrix, identifying parties involved, setting meeting schedule and establishing contingency plans and budget
- **Project Status Reports** - Provides information on project milestones, current financials and the risk status of a project
- **Project Management Schedule** - Outlines the project by activities, tasks and phases in a comprehensive spreadsheet
- **Project Test Plan** - Provides descriptions for the necessary scope of work including project requirements, involved parties, key deliverables and milestones, time line, budget and testing checklists
- **Project Closing Reports** - Summarizes the close-out process and identifies required documents, punch lists and checklists. Also documents specific lessons learned from a project.

To serve our clients' best in our Quality Assurance services, we propose that our QA/QC Managers streamline our team's quality practices at every level. We will work closely with the client's representatives to develop (if needed) a comprehensive, well-defined written project-specific QA/QC Plan.





OUR QUALITY ASSURANCE PLAN

AG|CM's QA/QC Plan will include:

- Project quality control requirements
- Project deliverables showing person(s) responsible and estimated dates of completion
- Responsibility of each project personnel
- QA/QC Communication Plan
- Communication procedures for submittals and RFIs
- Document control and records management
- Project Close-Out Procedures

DESIGN PHASE QUALITY ASSURANCE

The entire team has quality assurance as their prime objective throughout the design and construction process. The best method for improving quality and delivering a quality facility is prevention; keeping quality issues from occurring. During the design phase, this concept is advanced and supported through design reviews, value engineering and life cycle analysis.

The emphasis during this phase is on the elements of the '4 C's':

- Completeness
- Compliance with the Program
- Coordination
- Constructability

CONSTRUCTION PHASE QUALITY ASSURANCE

As the Owner's Agent in the field, the Project Manager is responsible for assuring that the project is being built in conformance with the plans and specifications and to a standard acceptable to the Owner. Being the eyes and ears of the Owner in the field is one of the Project Managers most critical and potentially impactful roles. At the highest level, Quality Assurance involves ensuring the Contractor is implementing and executing their own Quality Control Program, which is hopefully guided by the Contract and General Conditions, but fundamentally, the Project Manager as QA is there to be involved in the daily work on the Owner's behalf.

A busy construction site is an ever-evolving cycle of progress, issues, decisions and progress. It is critical for the Project Manager to be involved in the process. Regular inspections will also confirm that the design intent is being achieved. Engaging with the sub-contractors and prime daily and becoming a part of their process creates opportunity for communication on the project and for the Project Manager to uncover potential life cycle issues prior to turnover. So, although an often-overlooked component of the Project Manager as QA's formal job as quality assurance, it is critical to success. Being a part of the process on behalf of the Owner should be a guiding principle for all field staff.

All deficiencies will be tracked in our project management software, to ensure all parties are aware of the issues that need to be corrected, and where they stand. The Project Manager will be regular participants in job progress meetings. Intensive inspections will be performed during the Substantial and Final Completion Phases.

Each individual test and inspection should also be documented by the contractor and verified by the AG|CM QA through formal inspection report. The QA can provide a form template, such as the one provided below, or the contractor's QC can develop their own. The important part of the documentation is the process for evaluating and confirming quality conformance to plans and specs, not the form itself. Engaging the contractor to think about quality and document quality is critical to project success. The forms should be filled out by the contractor's QC noting the test or inspection to be performed, the location, photos, specification referenced and sub-contractor, QC and QA signoff. Plan markups noting specific locations of units under test should also be included with the forms for future reference.

Non-conforming work should also be closely tracked by the AG|CM QA and a deficiency log should be maintained by AG|CM. Should an individual test, inspection, or site observation be deemed not to be in conformance with the plans and specifications, the QA should formally notify the contractor of the deficiency and request a corrective action plan. These deficiencies will be tracked on the log and held open until resolved by the contractor and re-inspected by the QA for conformance with the plans and specifications.

At the end of the project, these forms, along with the completed testing and inspections log should be turned over to the Owner with the closeout documents. These documents then become a tool for the owner in troubleshooting future issues.

We also recommend project milestone walkthroughs to identify any warranty issues. At this same time, if not earlier, a post occupancy evaluation with the city of Rollingwood staff is recommended. This evaluation is to determine what if any changes to the specifications or design guidelines should be considered in order to better serve the needs of our clients.



Fort Bend Sheriff Office,
Fort Bend, TX

New Braunfels Fire Station No. 3 | New Braunfels, TX



ITEM 7
ADDITIONAL DATA

7 ADDITIONAL DATA

REFERENCE LETTER - WEST LAKE HILLS

June 4, 2026

To Whom It May Concern:

As the former City Administrator for the City of West Lake Hills, I am pleased to provide this letter of reference for AG|CM, Inc. for their outstanding owner's representative services on the City's new Municipal Complex, including City Hall and the Police Department facility.

The West Lake Hills Municipal Complex was a major community investment that replaced an aging facility with a modern civic campus. The project required significant coordination to deliver a public facility that met both operational needs and community expectations.

AGCM served as the City's owner representative throughout planning, design, and construction. Their team provided experienced leadership, protected the City's interests, and helped keep the project aligned with scope, schedule, and budget. As a Central Texas-based firm, AGCM also brought valuable local knowledge and a strong understanding of municipal project delivery and local knowledge is a tangible benefit.

AGCM emphasized communication and transparency throughout the project. Their clear reporting kept City staff and leadership well informed, helped identify risks early, and gave our team confidence throughout the process.

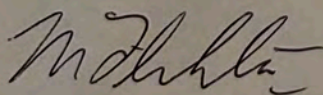
AGCM also fostered strong collaboration among the City, design team, and contractor, creating an environment of trust, accountability, and teamwork that supported smooth coordination during construction.

AGCM consistently demonstrated professionalism, responsiveness, and a solutions-oriented approach. They were proactive in addressing challenges and served as a true partner and advocate for the City.

I strongly recommend AG|CM to any public agency seeking experienced and reliable project management services. Their local presence, expertise, and commitment to communication and collaboration make them an exceptional partner for complex municipal projects.

Please feel free to contact me at 512.527.4983 if you require any additional information.

Sincerely,



Trey Fletcher

ACKNOWLEDGEMENT OF ADDENDUM 1.



Request for Qualifications Owner's Representative Services for City Hall Improvements

Addendum No. 1

City of Rollingwood, Texas

City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

Addendum No. 1 Release Date – Monday, June 1, 2026

RFQ Due Date – Monday, June 8, 2026, at 10:00 a.m.

Alvin Fire and EMS Station #1 | Alvin, TX



THANK YOU

Corpus Christi

Corporate Office
1101 Ocean Drive
Corpus Christi, TX 78404

Dallas

5606 SMU Boulevard
Suite #600752
Dallas, TX 75206

San Antonio

85 N.E. Loop 410
Suite 600
San Antonio, TX 78216

Austin

900 South 1st Street
Suite #407
Austin, TX 78704

Houston

10370 Richmond Ave
Suite #325
Houston, TX 77042