



Project Management Services for Construction – Texas,  
Mexico, Caribbean.

RLB Americas Alliance

---

# Adippsa is a Project Management and Owner's Representation firm with over 40 years of experience supporting institutional, commercial, industrial and residential construction.

We specialize in protecting your investment through disciplined cost, schedule, and quality control..

In every project we engage in, we fully immerse ourselves, implementing our extensive experience and adhering to the values that govern us as a company: honesty, professionalism, and reliability.

We offer our clients the peace of mind that comes from knowing their investment and project are under control.

Since 2021, Adippsa has been an alliance member of RLB America's Alliance, one of the world's leading cost and project consultancies.

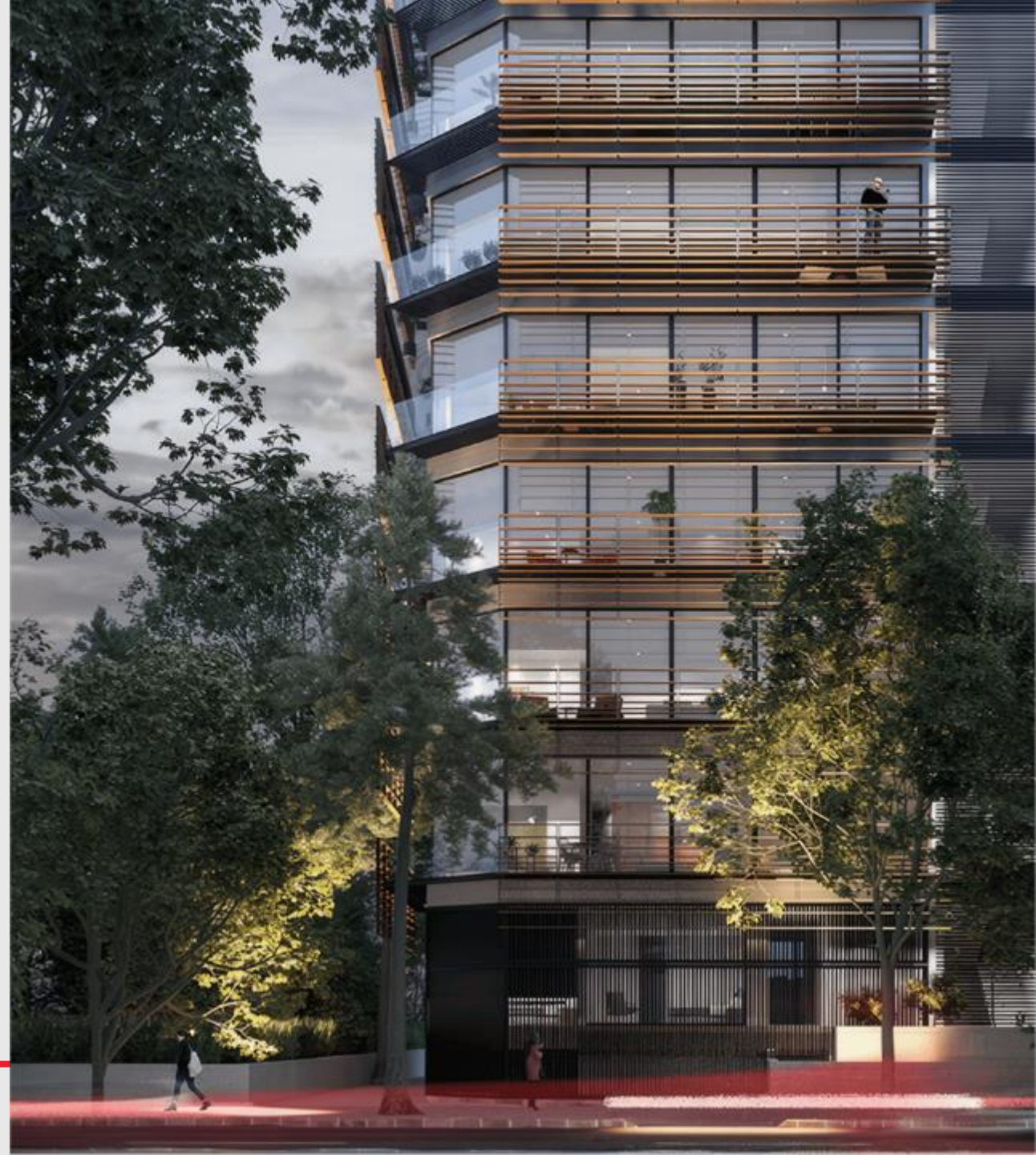


# SERVICES

In **adippsa**, we specialize in construction project management. Our goal is to ensure that property owners have their expectations met, while maintaining quality, budget, and agreed-upon deadlines.

## Our services include:

- Pre-construction Planning & Permitting Support
- Budgeting, Cost Estimation & Value Engineering
- Contractor & Design Team Coordination
- Construction Supervision & Quality Assurance
- Risk Management & Schedule Oversight
- Owner's Representative through Project Close-out





**DC-3**  
Certification

## ESG POLICIES (Environmental, Social, Governance)

All team members hold certifications, showing proficiency in construction safety and high-altitude work, reflecting the company's commitment to social responsibility.

Specialized departments oversee Administrative, MEP, and Schedule in all sites and audits to maintain high standards. Additionally, they offer expert supervision and management of construction site operations.



## PORTFOLIO

Here's a showcase of some standout projects we've had the opportunity to contribute to.

# RESIDENTIAL

- McGowen midtown Houston Condos, Precon
- **The Reserve Mayakoba 16 buildings, New Build**
- Auburn Lakes Houston, Pre-Construction
- Townhomes (102), new build
- AG, Residential Tower
- 24K, Residential Tower
- Bloom Tulum, Residential Complex
- Motto By Orange, Residential Towers
- Musset 319, Residential
- Evergreen Moliere, Residential
- Teide, Residential Tower
- San Ángel, Low Income Housing
- Central Point by Hines, Mixed Use Complex
- Retama by Hines, Residential Towers (4)
- Torre Alta, Residential Towers
- Kaufman & Broad, Residential Built-to-suit
- Del Parque Development, Residential (2)



# RESIDENTIAL

- Terra Development Group, Residential
- Semper, Residential Tower
- La Vista, Golf Club
- El Secreto, Urbanization
- El Suspiro, Urbanization
- La Vista, Residential Clusters
- Fortín Chimalistac, Housing
- **Estrella del Mar, Residential Condominiums**
- Confidential, low Income Housing



# HOSPITALITY BEACH FRONT

- Melia Oasis Bay & Oasis Lake, New Build
- Belmond hotel, New Build
- Hilton Cabo Azul, Precon
- Villas One&Only, New Build
- Hotel Rosewood, New Build
- Banyan Tree, Remod
- Hotel Scorpions, New Build
- Hyatt Zilara & Ziva, Rebrand
- **Hotel Montage, New Build**
- Park Hyatt, PreCon
- Marriott Vacation Club, Precon
- Fiesta Americana Grand, New Build
- Guatemala Princess Hotels, Consulting
- Hilton, New Build
- La Vista, New Build
- Sheraton, New Build
- Sierra Intercontinental, New Build
- Moon Palace, Reconstruction after hurricane Wilma
- Sheraton towers, New Build



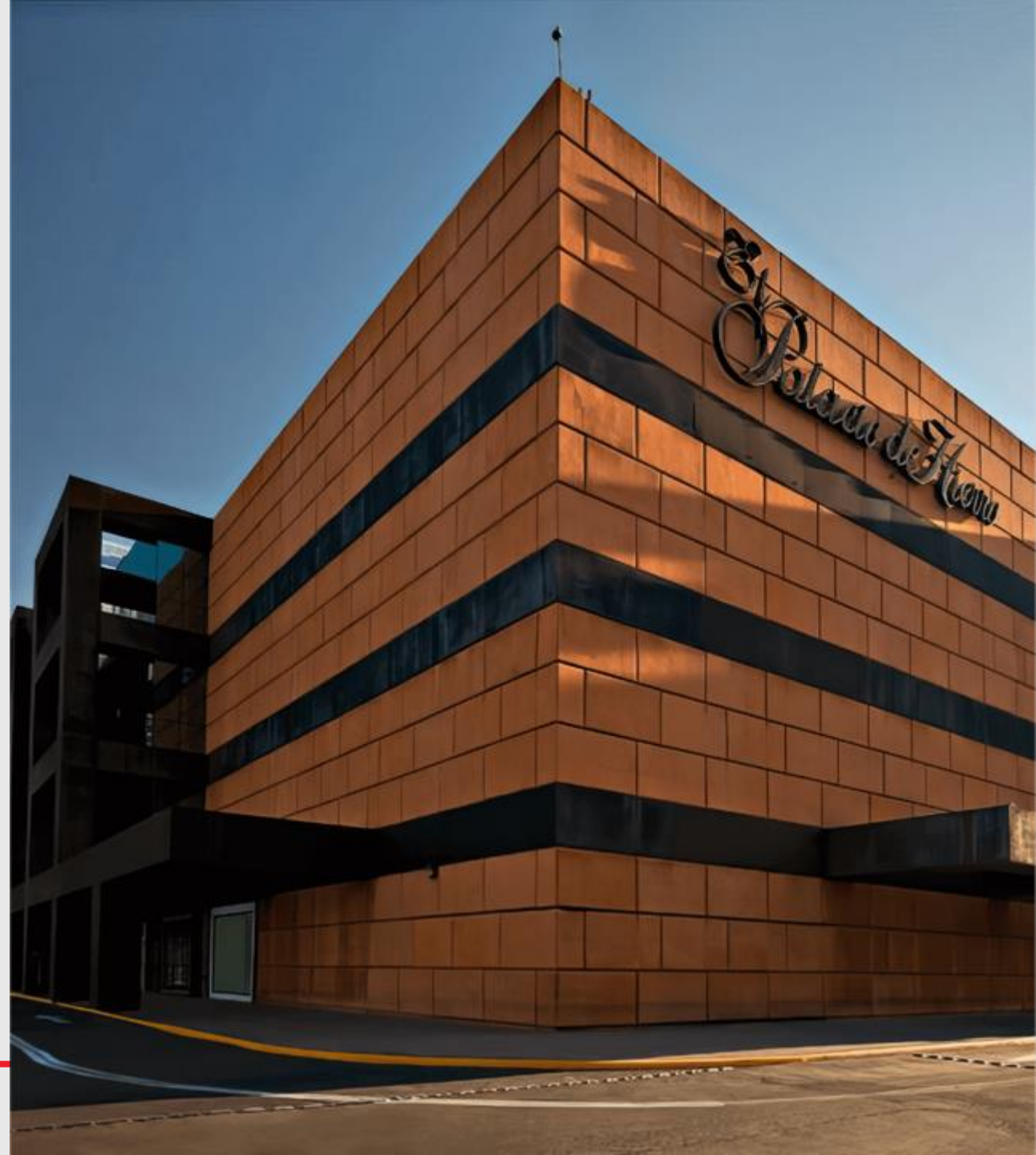
# HOSPITALITY URBAN PROJECTS

- Yuc'Atal Hotel, Ecological Project
- Waldorf Astoria, New Build
- Candlewood, Mixed Use
- Hilton Doubletree, ReBrand
- Hilton Garden Inn, ReBrand
- Hotel JW Marriott, New Build
- **Hotel one, Remod**
- W Hotel, New Build
- Four Seasons, Remod
- Holliday Inn, New Build
- Hotel Habita, New Build
- Princess Hotels, Consulting



# RETAIL

- The Park Mall, New Build
- Suburbia Store, New Build
- **Palacio de Hierro, Store Remod**
- Palacio de Hierro, Store Remod
- Abilia Mall, Precon
- Liverpool Store, New Build
- Liverpool Store, New Build
- Galerias Serdan Mall, New Build
- Mix-Use CoreCo, Audit
- Galerias, Celaya Mall, New Build
- Liverpool Store, New Build
- Plaza Mayor Mall, Remod
- Mexico City Arena, New Build
- Galerias Atizapan Mall, New Build
- 120 Stores Cifra through IBM, Remod



# RETAIL

- **Central Point by Hines, New Build**
- Kidzania, Kids Amusement Park, New Build
- Kids Museum “Papalote”, New Build
- Convention & Exhibition Center WTC, New Build
- Chapultepec Zoo, Remod
- Retail Pavilions Aragón Zoo, New Build
- Sears Store, New Build
- Gym Biotek, New Build
- The Insurgents Teater, Remod
- El Campanario Golf Club House, New Build



# OFFICES

- Jafra Corporate Offices, New Build
- Tik Tok Corporate, New Build
- Fischer, New Build
- Banorte Bank at Koi, New Build
- Medical Center, New Build
- IBM Corporate Building, New Build
- Televisa Corporate Building, New Build
- Convention & Exhibition Center WTC , New Build
- IUSA Corporate Offices, New Build
- PAN Building, New Build
- Farrera Group, Dealerships Chevrolet, Isuzu, BMW, Toyota & Hyundai, New Build
- **Citibank Banamex Corporate Building, New Build**
- Banorte Bank Corporate Offices, New Build



# OFFICES

- Asturiano Center, New Build
- Atlantic Bank Corporate Building & 4 regional offices, New Build
- Option Fund Santa Fe II Offices, New Build
- GBM Corporate Offices, New Build
- **Hospital & Clinic Lomas Altas, New Build**
- Chrysler Dealerships (2), New Build
- Scotiabank, over 100 bank branches, Remod
- Banorte Bank, over 220 bank branches, Remod



# INDUSTRY

- Alstom Balteau, Electrical Testing Plant
- Alstom, 26 Electrical Substations Audits
- Texas Instruments, Boards Manufacturing
- Texas Instruments, Semiconductors Manufacturing
- Framatome Connectors International, Electrical Eqment
- Framatome Connectors International, Oven Expansion
- SkyPlus plant, Wharehousing
- O'Donnell Vallejo, Wharehousing
- Specialized Containers, Manufacturing Plant
- **Mexstarch, Ethanol and Starches Plant**
- Pemex, Petrochemical Plant Foundations
- Puerto Rico Coliseum, Structure
- TEVA, Pharmaceutical Manufacturing
- The Surprise, Silver Mine



# INDUSTRY

- Vitro Flat Glass Manufacturing Plants
  - Expansion 3 plants
  - Bulletproof Windshields Production
- Vitro New Production Line, Glass Containers
- Guardian (Float Glass Manufacturing Plant)
- Foli, Containers Manufacturing
- Warnaco, Sewing Plant
- Warnaco Sewing Plant
- Warnaco Manufacturing Plant
- **Arca Coca Cola, Bottling Plants (5 Plants)**



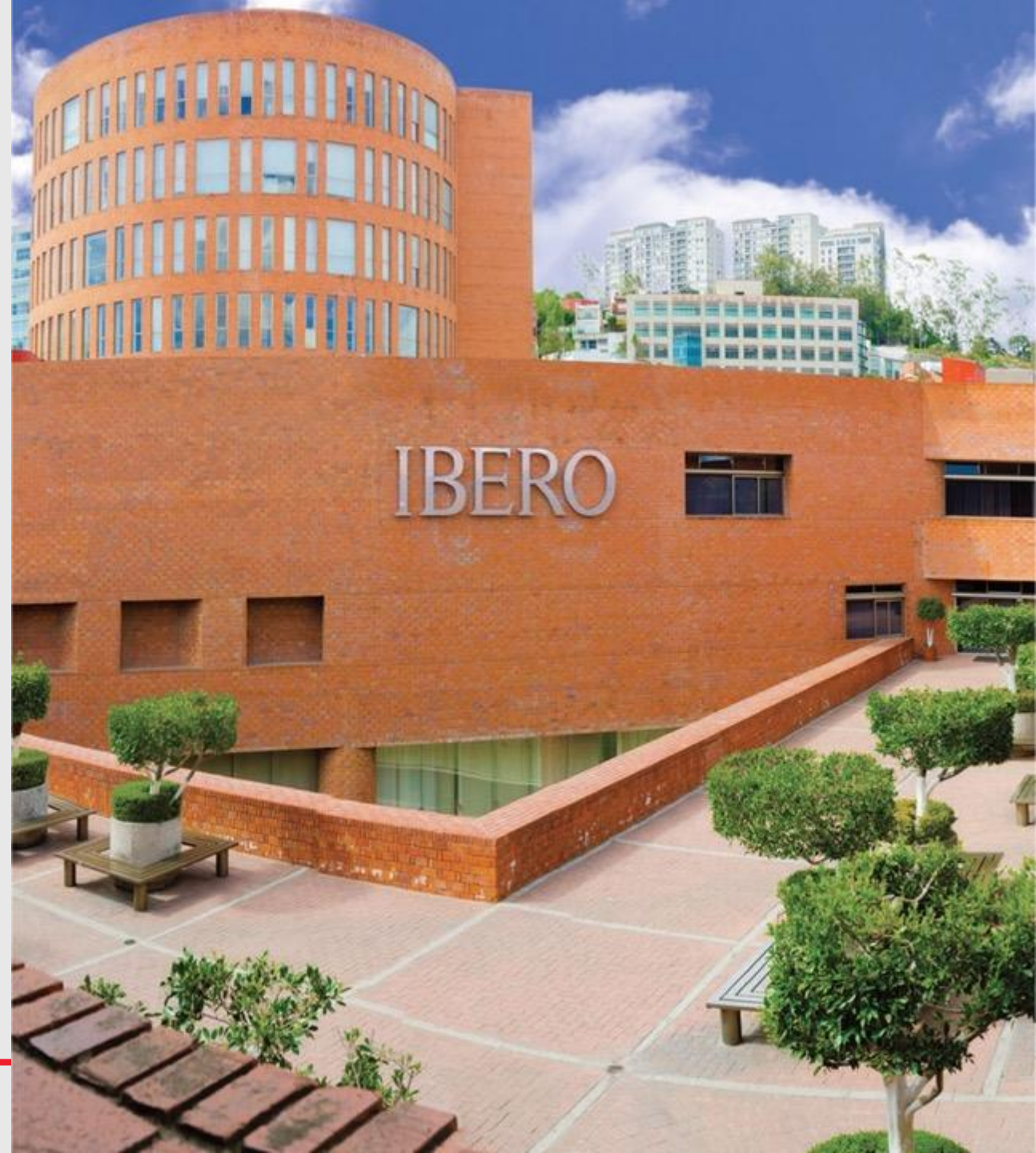
# EDUCATION

- Tec Milenio Campuses (3), New Build
- TEC District Masterplan, Precon
- Tec Milenio Campuses, New Build
- ITESM CEM (common areas), Remod
- **ITESM EGADE, New Build**
- ITESM CIDEP, New Build
- ITESM Medicine School, New Build
- Tec Milenio Campus (4), New Build
- ITESM Highschool Valle Alto, New Build
- Laureate Universities, UVM
  - 19 campus (new and expansions)



# EDUCATION

- **University Ibero Americana (UIA)**
  - Graduate School, New Build
  - Observatory, Admin & Classes, New Build
- Unitec Campus, New Build
- University Pro Development East Campus, New Build
- French Schools Campuses (2), New Build



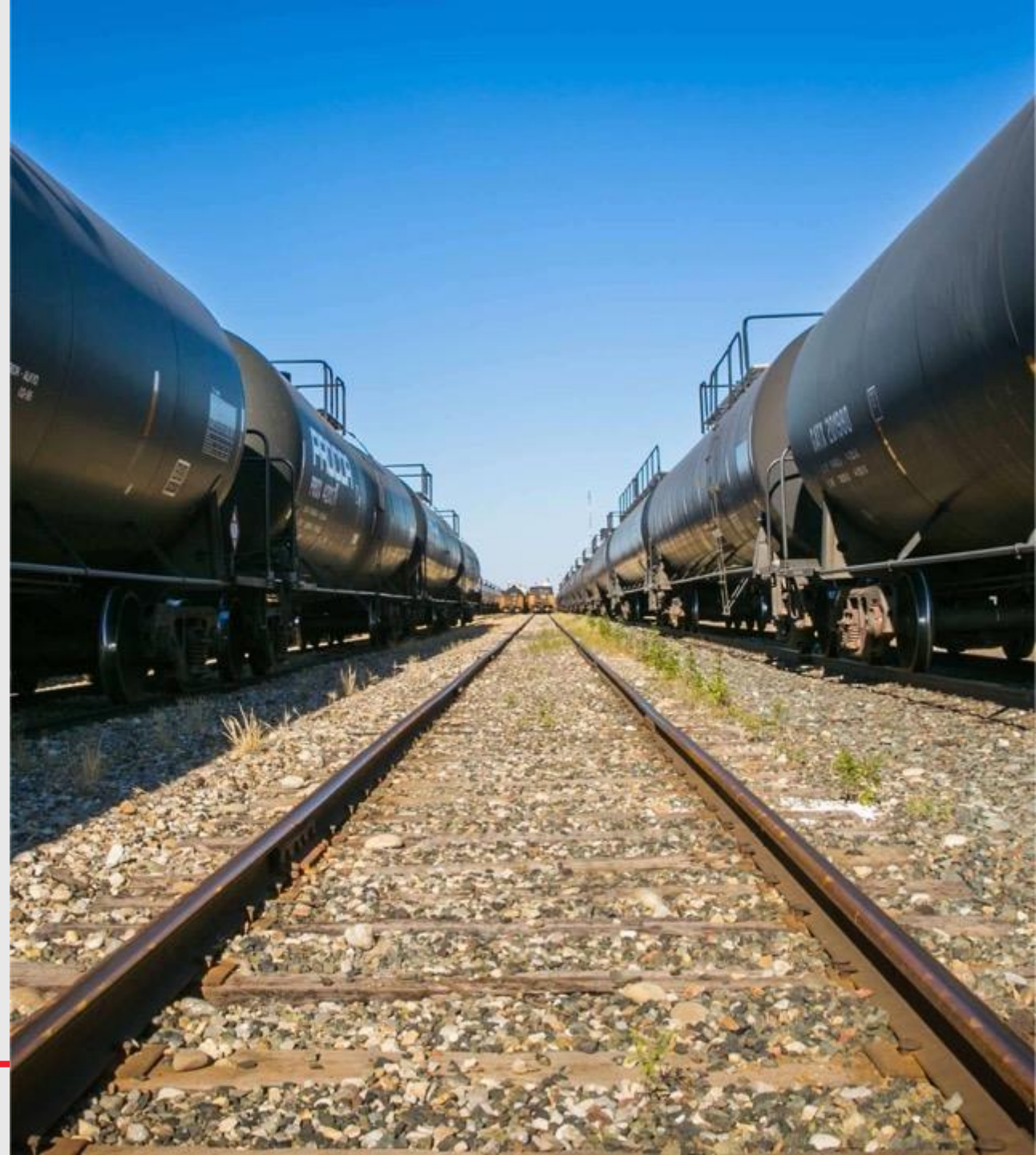
# TELECOMM

- IZZI Construction and Installation Audits (15 sites)
- IZZI Cabling Supervision (11,000 KM)
- IZZI Infrastructure Conditions and Inventory Report, multiple cities
- IZZI Coaxial & Fiber Optic Cable Installation, multiple cities
- Iusacell Switch Expansion
- Enitel Infrastructure Studies
- Fiber Optics Line Audit, Managua
- 3 Mixed Use Centers - Iusacell
- 4 Mixed Use Centers - Iusacell
- **Towers, Cell & Microwave - Unefon**
- Unefon - Switching Node
- Unefon - Switching Node
- Unefon - Switching Node
- Unefon - Switching Node
- Unefon - Switching Node



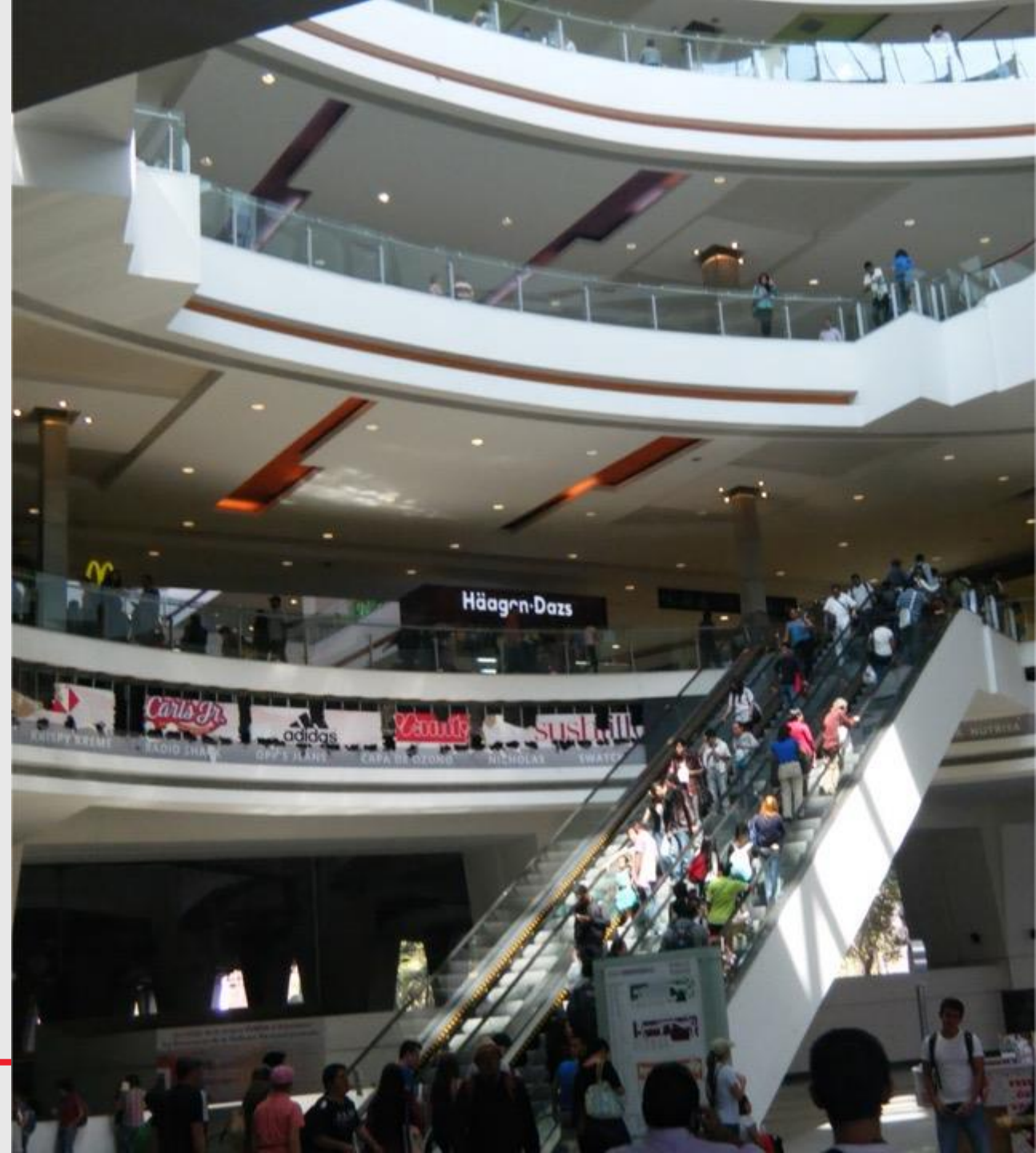
# INFRASTRUCTURE

- Ferro Sur, Connection with API
- Hangars y Runways Toluca Airport, Executive Jets
- Ferromex Railroads, Ecological Adaptations (3)
- **Ferromex Railroads, Torreón Terminal**
- Ferromex Railroads, Cd. Frontera Terminal
- Dominican Republic, Highway Signage
- Ferromex Railroads, Repair Bridges & Culverts (6) Ferromex Railroads – 2 Bridges
- CDMX, Trolleybus Line
- Ferromex Railroads – Passing Tracks (5)
- CNA Colima (Potable Water & Sewage Studies)



# BANKING SUPERVISION AND OWNER'S REPRESENTATIVE

- Industrial Plant, - CiBank
- Over 300 properties audited for inclusion in REIT
- Questro Group Hotel - CiBank
- Chroma Offices - Banorte Bank
- Paseo Interlomas Mall - EuroHypo
- **Forum Buenavista Mall - Eurohypo**
- Dursa Low Income Housing - Condesa Financiera
- Highway Signage Dominican Republic - Bancomext
- Perinorte Mall - Citibank
- Warnaco Huejotzingo Sewing Plant – Bancomext
- Warnaco Tetla Cut Plant - Bancomext
- Warnaco Huamantla Sewing Plant – Bancomext
- Pueblo Bonito Los Cabos - Bancomext



# BANKING SUPERVISION AND OWNER'S REPRESENTATIVE

- Mission Hotels - Bancomext
- Lodi Beach Condos - Bancomext
- El Tamarindo Golf Club - Banamex
- Campanario Golf Club - Citibank
- **Golf Club 3 Lives - Citibank**
- Hospital - Scotiabank
- Various Office Renovations - Nafin





Let's Talk About Your Project.

We'd welcome the chance to support your planning, design,  
or construction phases

# THANK YOU

---

9595 Six Pines Dr., Suite 6390  
The Woodlands, TX, 77380

Sierra Gorda 42, Piso 3  
Mexico, CDMX, 11000

Av. Lope de Vega 13, Suite 503  
Progreso Business Center  
Santo Domingo, Rep. Dominicana

[www.adippsa.com](http://www.adippsa.com)

[ventas@adippsa.com](mailto:ventas@adippsa.com)

 RLB Americas Alliance

# Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: 1813855200700  
Approval Date: June 11, 2025  
Scheduled Expiration Date: December 31, 2027

In accordance with the Memorandum of Agreement between the  
CITY OF HOUSTON  
and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

## NEW LIFE CONCIERGE DBA NEW LIFE CONSTRUCTION

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **June 11, 2025**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business; application for registration/certification into the City of Houston's program, you must immediately (within 30 days of such changes) notify the City of Houston's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in the City of Houston's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

---

*Statewide HUB Program  
Statewide Procurement Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.



## **ENRIQUE ROSS**

### **PARTNER**

Enrique Ross is a Partner and has been with Adippsa for 30 years. Enrique has had a wide variety of experience in several sectors, geographies, and customers.

Throughout his time as a Partner, he lead the company in Mexico and now in the USA, managing all aspects to maintain quality of service through continued growth.

### **RELEVANT EXPERIENCE TO THIS ENDEAVOR**

#### **YEARS OF EXPERIENCE:**

- 40+ years

#### **ACADEMIC QUALIFICATIONS:**

- BSc. Engineering, Lehigh University, Pennsylvania
- MSc Engineering, Rensselaer Polytechnic Institute, New York
- MBA, ITESM, Mexico
- Private Equity, IPADE, Mexico

- Mr. Ross has been directly involved on-site in projects such as Citibank Banmex Headquarters, IBM headquarter, Park Hyatt Hotel, Fiesta Americana Hotel, Alstom Manufacturing Facility, Framatome Connectors Manufacturing.
- As a Partner, he has overseen Residential, Educational, Industrial, Retail, Office, Telecomm, and Infrastructure projects as well.
- Mr. Ross has had experience managing projects in Mexico, USA, Central America, and the Carribbean.



### **YEARS OF EXPERIENCE:**

- 35+ years

### **ACADEMIC QUALIFICATIONS:**

- BSc. Architect, Universidad Autonoma Metropolitana, México.
- Project Management Diploma.

## **EDUARDO MORENO**

### **DIRECTOR PROJECT MANAMAGEMENT**

Eduardo Moreno is a Senior Manager and has been with Adippsa for over 13 years. Eduardo has had a wide variety of experience in several developments

Throughout his time as a Director Project Management, he has worked in many sectors including hospitality, residential, retail, and infrastructure.

### **RELEVANT EXPERIENCE**

- Hotel W, Polanco, México City
- Hotel Boutique Scorpios (Greece). Tulum, Quintana Roo
- Hotel Holiday Inn Express, Reforma, México City
- The Reseve at Mayakoba (Residential Development), Playa del Carmen, Quintana Roo.
- Tren Maya – Tramo 4, Design review and RAMS Certification. Cancún, Quintana Roo
- Izzi (Telecomm) – IT Hubs and 2,500 Km of Coaxial Cable & Fiber Optics. Several cities Mexican Republic.
- Hotel Boutique Scorpios. Tulum, Quintana Roo
- Fisher Development Technology Offices, Metepec, Estado de México.
- Construction Audits Projects: 12 Hubs Izzi- Monterrey. Miyana Complex (Offices, residential and shopping mall) México Ciy. Restaurantes Toks, Severan cities Mexican Republic.
- Walmart super center, Severan cities Mexican Republic.
- Ferromex Mexicalli, BCN Rail Yard. Remodeling works.
- Restaurates Vips: San Jerónimo, Pedregal and Lilas at Mexico City.
- Restaurante Soctones. Chiapa de Corzo, Chiapas.
- Ferromex Monterrey, Nuevo león Rail Yard. Remodeling works.
- Soriana Super Center, Reynosa, Tamaulipas. Construction.
- Hotel Hyatt Zilara, Playa del Carmen, Quintana Roo. Remodeling works.



## **ALAN TAPIA**

### **SENIOR PROJECT MANAMGER**

Alan Tapia is a Senior Project Manager and Project Lead and has been with Adippsa for over 7 years. Alan has lead a wide of projects in diverse sectors and countries

He is a natural leader, capable of directing and coordinating interdisciplinary groups to achieve my clients' goals and objectives in a timely manner.

### **RELEVANT EXPERIENCE**

#### **YEARS OF EXPERIENCE:**

- 20+ years

#### **ACADEMIC QUALIFICATIONS:**

- BSc. Architect, Instituto Tecnologico de Pachuca.
- Last Planner Methodology Diploma.

- Hotel Rose Wood Mandarin, Nayarit
- One&Only Villas, Nayarit
- Renovation Monument to the Revolution, CDMX.
- Liverpool Department Store and Mall, Puebla
- Distribution Center Liverpool, Huehuetoca
- Montage Hotel and Residences. Los Cabos.
- Bahia Principe Hotel, DR
- Liverpool Department Store, Coacalco, Mexico
- Galerías Serdán Liverpool Shopping Center. Puebla.
- Hotel Amber, Quintana Roo
- Secrets Hotel Tower, Vallarta
- Ikea Department Store
- Residential Icono 40 Stories, Guadalajara
- Liverpool Department Store, Parque Puebla, 29,000 m2. September 2018 (Last Planner System Methodology.



### **YEARS OF EXPERIENCE:**

- 8+ years

### **ACADEMIC QUALIFICATIONS:**

- BSc. Civil Engineering, La Salle University, Victoria.
- ASCE.

## **GONZALO RUIZ**

### **PROJECT MANAMGER**

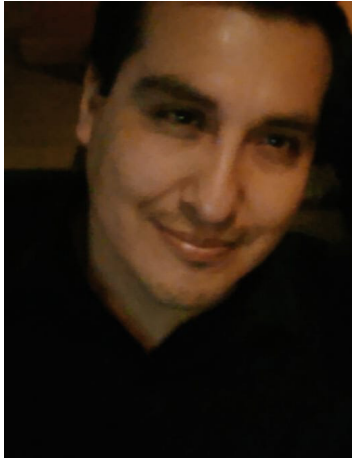
Gonzalo is Qualified Civil Engineer with experience in construction project coordination, scheduling, and field operations support. Skilled in managing timelines, budgets, subcontractors, and daily site activities to ensure on-time and on-budget delivery.

Strong ability to communicate with field teams, clients, and stakeholders while solving on-site issues.

Manages large projects and teams to meet milestones and exceed quality expectations.

### **RELEVANT EXPERIENCE**

- GCP Tissue, New Caney, TX
- Diamond B Ranch, Huntsville, TX
- Felpe Angeles Airport, Mexico
- Tha Galbraith, Dallas, TX
- H. Mart Plaza, Katy, TX



## **ANSELMO GARCIA**

### **SENIOR COST MANAGER**

Anselmo Garcia is a Senior Cost Manager and has been with Adippsa for over 17 years. Anselmo has had a wide variety of experience in several industries, and having done construction himself, he brings a unique well-rounded understanding to the project.

Throughout his time as a Cost Manager, he has worked in many sectors including education, hospitality, residential, retail, and banking.

### **RELEVANT EXPERIENCE**

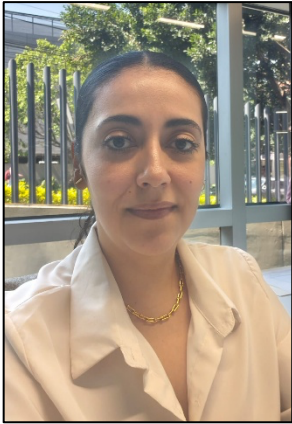
- Banco Nacional del Norte (Banorte) – Torre KOI, Monterrey, NL.
- Eurohypo (Commerzbank) – Forum Buenavista
- Eurohypo (Commerzbank) – Paseo Interlomas
- Izzi (Telecomm) – IT Hubs and 2,500 Km of Coaxial Cable & Fiber Optics.
- UMF Hospital – Tula Hidalgo
- ITESM Monterrey – Eugenio Garza Sada Sur 2501, Monterrey, NL
- UVM Laureate Universities – Av Mexico 101, Villahermosa, Tabasco
- Park Hyatt Los Cabos -
- Moon Palace hotel – Cancun, 77564, Quintana Roo
- JW Marriott Santa Fe – Av. Santa Fe 160, Mexico
- Hotel Fiesta Americana – Mexico 1 Km 10.3, Cabo San Lucas
- Hotel Montage – Transpeninsular Km 12.5, Cabo San Lucas
- Zalia Cancun – Supermanzana 10, Lomas de Vista Hermosa, Cancun
- Teide Residential – Priv del Marques de la Villa del Villar del Aguila 800, Queretaro
- Bloom Maya Residencial – Calle 11 Manzana 065, Tulum, QR

### **YEARS OF EXPERIENCE:**

- 17+ years

### **ACADEMIC QUALIFICATIONS:**

- BSc. Civil Engineering, Instituto Politecnico Nacional, Zacatenco, Mexico.



## **IVETTE CRISTINA ROJAS HERNÁNDEZ**

### **SENIOR SCHEDULER**

IVETTE ROJAS IS A SENIOR SCHEDULER AND HAS BEEN WITH ADIPPSA FOR OVER 3 YEARS. BRINGS A DIVERSE BACKGROUND IN PROGRAM DEVELOPMENT AND PROJECT CONTROL, SPECIALIZING IN ADVANCED SCHEDULING METHODOLOGIES AND PERFORMANCE REPORTING ACROSS MULTIPLE SECTORS, INCLUDING HOTEL, RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL DEVELOPMENTS.

### **YEARS OF EXPERIENCE:**

- 10+ years

### **ACADEMIC QUALIFICATIONS:**

- BSc. Civil Engineering, Universidad de Guadalajara, México.
- MBA. Project Management, UNITEC, México
- Specialization in BIM Management, Universidad CLEA – España 2025
- Project Planning and Scheduling Course, ASCE, 2025

### **RELEVANT EXPERIENCE**

- Hotel Rosewood, Riviera Nayarit, Mexico
- Hotel Belmond, Sayulita, Riviera Nayarit,
- Meliá Oasis Bay, Punta Cana, Dominican Republic
- Meliá Oasis Lake, Punta Cana, Dominican Republic
- Villas One&Only, Riviera Nayarit, Mexico
- Hotel Atal Yucatán, Mexico
- Hotel Waldorf Astoria, San Miguel Allende
- Hotel St. Regis Remodeling, CDMX
- Hotel One&Only remodel, Los Cabos
- Golf Club One&Only Palmilla, SJC
- The Reserve Residential, Mayakoba, QR,
- Be Grand Ocean, Nuevo Nayarit, Mexico
- Torre AG Residential, Pachuca, Mexico
- Las Bancas, Sayulita, Riviera Nayarit
- Naúma Interlomas Residential, CDMX
- Residential 24K, SLP, Mexico
- O'Donnell, Vallejo Industrial Park, CDMX
- Maya Train (Design and RAMS Certification)
- Clinic US, CDMX
- Suites Tabacalera, CDMX.

# ADIPPSA USA LLC

## STATEMENT OF QUALIFICATIONS

OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

CITY OF ROLLINGWOOD, TEXAS

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

Submitted To:

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

Submitted By:

Adippsa USA LLC  
Doing Business As: Adippsa  
9595 Six Pines Dr., Suite 6390  
The Woodlands, Texas 77380  
512-986-0135  
[www.adippsa.com](http://www.adippsa.com)

Primary Contact:

Enrique A. Ross  
Partner  
[eaross@adippsa.com](mailto:eaross@adippsa.com)

# TABLE OF CONTENTS

1. Introduction / Cover Letter
  2. Firm Description
  3. Project Team and Qualifications
  4. Scope of Services / Project Approach
  5. References
  6. Additional Information - HUB
  7. Addenda Acknowledgement
  8. Insurance Statement
- Appendix A – Resumes of the Team
- Appendix B – Adippsa’s Curriculum

## 1. INTRODUCTION / COVER LETTER

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

RE: Statement of Qualifications – Owner’s Representative Services for City Hall Improvements

Dear Members of the City Council:

Adippsa is happy to submit this Statement of Qualifications for the City of Rollingwood’s Request for Qualifications for Owner’s Representative Services with the City Hall Improvements Project.

Adippsa understands that the City seeks a trusted advisor capable of guiding the Project through planning, design, procurement, construction, and closeout while maintaining strict control over budget, schedule, quality, and stakeholder coordination. Adippsa’s team is well-positioned to provide these services through a practical, hands-on, and responsive project management approach supported by experienced leadership and direct access to firm partners.

Our team combines executive-level project oversight, cost control expertise, constructability review capabilities, schedule management, and strong communication practices necessary for successful capital projects. Adippsa’s approach emphasizes transparency, accountability, responsiveness, and disciplined management of project risks and stakeholder expectations.

In addition, Adippsa has partnered with New Life Concierge, a Texas-certified Historically Underutilized Business (HUB), to provide local coordination support, administrative assistance, meeting logistics support, stakeholder coordination, and document management services. This partnership strengthens Adippsa’s responsiveness and enhances support capabilities for the City.

The present answers are what we envision as sufficient information for the City to understand our credentials and evaluate our procedures and operating philosophy, should the City require clarifications or additional information, we welcome the opportunity to submit more details or arrange in-person meeting at the City’s convenience.

Adippsa appreciates the opportunity to submit qualifications for this important project and looks forward to the opportunity to support the City of Rollingwood.

Respectfully submitted,

Enrique A. Ross  
Partner  
Adippsa

## 2. FIRM DESCRIPTION

### 2.1 Company Overview

Adippsa USA LLC, doing business as Adippsa, is a professional project management and owner's representation firm with over 40 years' experience and with offices covering Texas, Mexico, Caribbean and Central America. Adippsa, currently employing close to 200 architects and engineers, believes its best credential is that most of its clients are repeat clients.

The firm provides owner's rep and project management services focused on cost control, schedule discipline, constructability review, stakeholder coordination, executive communication, and overall project delivery management.

Adippsa's philosophy is centered on serving as a trusted representative of the owner throughout all phases of project execution. The firm emphasizes disciplined planning, transparent communication, rapid responsiveness, proactive risk management, and practical decision-making to support successful project outcomes.

The firm's primary office responsible for this Project is located in The Woodlands, Texas.

### 2.2 Contact Information

Adippsa USA LLC  
DBA: Adippsa  
9595 Six Pines Dr., Suite 6390  
The Woodlands, Texas 77380  
512-986-0135  
[www.adippsa.com](http://www.adippsa.com)

Primary Contact:  
Enrique A. Ross  
Partner  
[eaross@adippsa.com](mailto:eaross@adippsa.com)

### 2.3 Organizational Structure

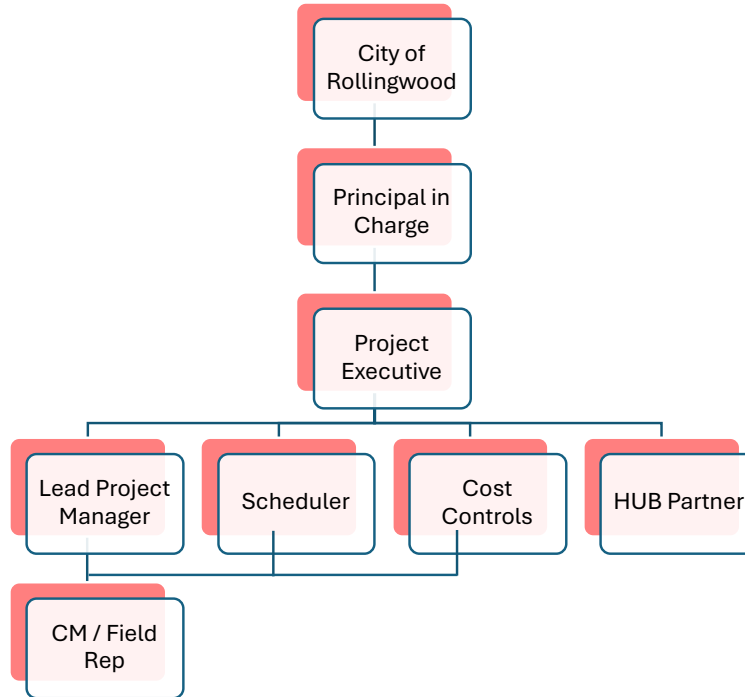
Adippsa's organizational structure for the Project is designed to provide direct executive oversight while maintaining rapid responsiveness and clear communication channels with the City of Rollingwood.

The proposed project organization includes:

- Principal in Charge
- Project Executive

- Lead Project Manager
- Construction Management / Field Oversight
- Scheduling Support
- Cost Controls Support
- Administrative and Stakeholder Coordination Support through HUB partner participation

An organizational chart follows:



## 2.4 Sample Client List

Adippsa has provided project management, owner’s representation, construction coordination, and consulting services across a diverse portfolio. The firm’s experience includes commercial developments, education facilities, hospitality projects, infrastructure improvements, industrial developments, and mixed-use projects requiring disciplined coordination of budget, schedule, stakeholders, and construction activities.

Representative clients include organizations in the institutional, commercial, healthcare, hospitality, industrial, and development sectors. A more complete list is in Attachment B.

Hines  
Marriott  
Texas Instrument  
Railway

Laureate Universities  
Hyatt  
Emerson  
Airport

IBM  
IHG  
Guardian Glass  
Infrastructure

## 3. PROJECT TEAM AND QUALIFICATIONS

### 3.1 Key Personnel

A detailed resume for proposed personnel is included at the end of the document.

#### Enrique A. Ross – Principal in Charge

- 32 years of experience
- Executive oversight and client coordination
- Responsible for executive communication, strategic direction, contract oversight, and overall project leadership
- Provides direct partner-level access and support throughout all phases of the Project

#### Eduardo Moreno – Project Executive

- 35 years of experience
- Responsible for executive-level project oversight, stakeholder coordination, budget monitoring, and overall project delivery support
- Extensive experience managing multidisciplinary project teams and maintaining schedule and budget discipline

#### Alan Tapia, PMP – Lead Project Manager

- 20 years of experience
- Project Management Professional (PMP)
- Responsible for day-to-day project management activities, coordination with the City, procurement support, schedule management, design coordination, and construction administration oversight

#### Gonzalo Ruiz – Construction Manager / Field Representative

- 8 years of experience
- OSHA Certified
- Responsible for field coordination, site observations, quality monitoring, contractor coordination, and construction progress reporting

#### Anselmo Garcia – Cost Controls Support

- 17 years of experience
- Responsible for schedule tracking, milestone monitoring, reporting support, and cost control coordination

## Ivette Rojas – Scheduler / Cost Controls Support

- 10 years of experience
- Responsible for schedule tracking, milestone monitoring, reporting support, and cost control coordination

## New Life Concierge – HUB Partner

- 30% participation
- Provides local coordination support, administrative assistance, stakeholder coordination, document management, meeting logistics support, and procurement coordination assistance

## 3.2 Staffing Capacity

Adippsa maintains the staffing and operational capacity necessary to meet the schedule, coordination, and responsiveness requirements identified in this RFQ. The firm's project delivery structure provides direct access to senior leadership while maintaining sufficient project management and field support resources to effectively coordinate planning, procurement, design, construction, and closeout activities.

The team structure allows for rapid response to project issues, timely communication with stakeholders, and proactive management of schedule and budget concerns.

## 3.3 Knowledge of Applicable Regulations

Adippsa possesses knowledge and experience with applicable local, state, and federal regulations associated with public-sector construction and capital improvement projects, including construction administration procedures, procurement coordination, building code considerations, permitting coordination, environmental requirements, and public-sector contracting processes.

The team understands the importance of maintaining compliance while supporting efficient project execution and timely decision-making throughout all project phases.

## 4. SCOPE OF SERVICES / PROJECT APPROACH

### 4.1 Project Understanding

Adippsa understands that the City of Rollingwood is seeking a trusted Owner's Representative capable of guiding the City through the planning, coordination, procurement, construction, and closeout of the City Hall Improvements Project while maintaining strict control over budget, schedule, quality, and stakeholder communication.

The Project presents unique challenges associated with municipal operations, stakeholder coordination, public accountability, phased decision-making, and coordination with Travis County Emergency Services District No. 9. Successful delivery will require disciplined project leadership, proactive communication, practical decision-making, and continuous alignment between project objectives, budget realities, and operational needs.

Adippsa understands that the City requires more than traditional project coordination. The City requires a strategic advisor and hands-on Owner's Representative capable of protecting the City's interests throughout all project phases while maintaining transparency and responsiveness with City leadership and stakeholders.

Our approach is structured around five primary objectives:

- Maintain strict budget discipline and cost visibility
- Protect and actively manage the project schedule
- Facilitate informed decision-making by City leadership
- Coordinate stakeholders and project participants effectively
- Deliver a practical, constructible, and operationally successful project

Adippsa's methodology combines executive oversight, practical construction management, structured project controls, and direct access to senior leadership throughout the duration of the Project.

### 4.2 Adippsa's Management Philosophy

Adippsa approaches Owner's Representation as an active leadership role rather than a passive administrative function.

Our philosophy is based on the principle that successful projects are achieved through:

- proactive coordination,
- disciplined communication,
- early risk identification,
- rapid issue resolution,
- accountability,

- and practical execution planning.

We act as an extension of the Owner's staff, representing the City's interests throughout planning, design, procurement, construction, and closeout activities.

Our role is to provide the City with:

- clarity,
- organization,
- accountability,
- visibility,
- and confidence in decision-making.

This philosophy is reinforced through continuous communication with stakeholders, structured reporting systems, active schedule and cost monitoring, and direct involvement of senior leadership throughout all project phases.

## 4.3 Project Delivery Framework

Adippsa utilizes a structured project management framework specifically designed for capital improvement projects.

Our framework integrates:

- Project Controls
- Schedule Management
- Budget Management
- Stakeholder Coordination
- Risk Management
- Quality Oversight
- Procurement Coordination
- Construction Monitoring
- Closeout Management

The methodology is designed to maintain transparency while allowing flexibility to adapt to evolving project conditions and City priorities.

Our management framework is based on five core principles:

### A. Executive-Level Oversight

Adippsa's partners remain directly involved throughout the Project, ensuring rapid response to issues, executive-level communication, and strategic oversight.

## B. Structured Communication

Clear communication protocols, reporting structures, meeting procedures, and documentation systems are established early to ensure alignment among all parties.

## C. Proactive Risk Management

Potential budget, schedule, procurement, coordination, and constructability risks are identified early and managed proactively before escalation.

## D. Practical Constructability Focus

All planning and coordination activities are approached from a practical implementation perspective, ensuring that project objectives remain achievable within budget and schedule constraints.

## E. Accountability and Transparency

Adippsa maintains detailed documentation, organized reporting systems, and continuous visibility into project status, allowing the City to make informed decisions throughout the Project lifecycle.

## 4.4 Pre-Construction Services

The pre-construction phase establishes the foundation for successful project delivery. Adippsa places significant emphasis on organization, planning, coordination, and early project controls during this phase.

Services during pre-construction will include:

### Project Initiation and Planning

- Establish communication protocols and reporting structures
- Define project governance and decision-making procedures
- Develop project execution roadmap
- Coordinate stakeholder alignment meetings
- Identify project priorities, risks, and constraints

### Procurement and Consultant Coordination

- Support preparation of RFQs and RFPs
- Assist with consultant and contractor evaluations
- Coordinate procurement activities
- Support contract negotiations and onboarding

- Assist with development of scopes of work

## Schedule Development

- Develop and maintain master project schedules
- Establish milestone tracking systems
- Coordinate procurement, design, permitting, and construction timelines
- Identify schedule risks and mitigation strategies

## Budget and Cost Controls

- Assist with development of project budgets
- Monitor scope alignment with budget expectations
- Track project cost impacts throughout design progression
- Identify potential cost escalation risks
- Assist with value analysis discussions when necessary

## Stakeholder Coordination

- Coordinate meetings with City representatives and stakeholders
- Maintain communication records and action item tracking
- Support presentations and executive briefings
- Facilitate coordination between the City and external parties

## Design and Constructability Coordination

While Adippsa does not provide engineering or architectural services, our team provides practical coordination and constructability-focused oversight throughout the design process.

This includes:

- coordination among stakeholders,
- schedule impact reviews,
- construction sequencing considerations,
- operational impacts,
- budget alignment reviews,
- and implementation planning support.

## 4.5 Construction Phase Services

During construction, Adippsa functions as the City's active representative, overseeing project coordination, schedule performance, budget management, documentation, communication, and construction progress.

Our construction phase approach emphasizes field presence, responsiveness, accountability, and proactive issue management.

## Construction Oversight

Services include:

- Coordination with contractor and design teams
- Monitoring construction progress
- Site observations and field reporting
- Tracking project milestones and schedule performance
- Coordination of meetings and action items
- Monitoring contractor compliance with project requirements
- Monitoring procurement and long-lead items
- Coordination of owner decisions and responses

## Budget and Change Management

Adippsa implements disciplined change management procedures intended to minimize unnecessary cost growth and maintain budget transparency.

This includes:

- Review of change order requests
- Cost impact analysis
- Tracking of potential exposure items
- Documentation of approvals and decisions
- Budget forecasting and reporting

## Schedule Management

Maintaining schedule discipline is one of Adippsa's core strengths.

Our team:

- tracks progress against baseline schedules,
- identifies schedule risks early,
- monitors critical path activities,
- coordinates recovery efforts when necessary,
- and continuously evaluates impacts to project milestones.

## Quality Oversight

Adippsa maintains a proactive quality oversight approach focused on:

- Regular coordination meetings with project stakeholders
- Schedule monitoring and milestone tracking
- Budget monitoring and cost forecasting
- Review of contractor payment applications
- Change order evaluation and cost validation
- Constructability reviews during design phases
- Tracking of RFIs, submittals, and project documentation
- Field observations and construction progress reporting
- Identification and documentation of non-conforming work
- Coordination of punch list development and corrective actions
- Continuous communication with ownership representatives and decision-makers

## Communication and Reporting

Structured communication systems are implemented to ensure that City leadership remains informed and able to make timely decisions.

Typical reporting includes:

- progress summaries,
- budget status reports,
- schedule updates,
- issue logs,
- meeting minutes,
- action item tracking,
- and photographic documentation.

## 4.6 Stakeholder and Interface Management

Municipal projects require coordination among numerous stakeholders, including City leadership, consultants, contractors, public agencies, operational users, and community representatives.

Adippsa places significant emphasis on stakeholder coordination and interface management to reduce conflicts, maintain alignment, and support efficient decision-making.

Our approach includes:

- structured communication channels,
- clear responsibility matrices,
- meeting coordination,
- issue escalation procedures,
- and centralized documentation systems.

The objective is to ensure that all project participants operate with a unified understanding of:

- project priorities,
- responsibilities,
- schedules,
- constraints,
- and decision-making processes.

## 4.7 Risk Management

Adippsa utilizes a proactive risk management approach focused on early identification, continuous monitoring, and practical mitigation strategies.

Typical project risks include:

- budget escalation,
- procurement delays,
- schedule impacts,
- unforeseen site conditions,
- stakeholder coordination issues,
- and long-lead procurement concerns.

Our process includes:

- identification of risks early in project planning,
- continuous risk tracking,
- development of mitigation strategies,
- escalation procedures,
- and regular communication with City leadership regarding potential impacts.

This proactive approach minimizes disruption and supports more predictable project outcomes.

## 4.8 Technology and Project Controls

Adippsa utilizes structured project controls systems and technology tools to maintain organization, accountability, and transparency throughout project execution.

These tools support:

- document management,
- reporting,
- schedule tracking,
- budget monitoring,
- action item management,
- and communication coordination.

Our objective is to provide the City with:

- accurate information,
- timely reporting,
- organized documentation,
- and clear project visibility.

## 4.9 Closeout Services

Project closeout is managed as a structured and organized process intended to ensure complete turnover and operational readiness.

Closeout services include:

- coordination of final inspections,
- punch list tracking,
- warranty documentation review,
- operations and maintenance manual coordination,
- training coordination,
- and final documentation turnover.

Adippsa also supports final project evaluations and lessons-learned reviews to ensure that all outstanding issues are resolved prior to final completion.

## 4.10 Commitment to the City of Rollingwood

Adippsa understands that municipal projects require responsiveness, accountability, and trust.

Our commitment to the City includes:

- direct access to firm leadership,
- rapid response to project issues,
- disciplined cost and schedule management,
- proactive communication,
- organized reporting,
- and practical project leadership.

We recognize that the City is seeking a reliable partner capable of protecting the City's interests while guiding the Project through a complex and highly visible process.

Adippsa is prepared to provide that leadership and support from project initiation through final closeout.

## 5. REFERENCES

### **Phil Fitzgerald**

CEO

7 Bridges Capital Partners  
9595 Six Pines Dr., Suite 6390  
The Woodlands, TX, 77380  
[fitz@7bcp.com](mailto:fitz@7bcp.com)

11 Residential projects, 10 vertical towers and 1 housing

### **Rene Bremauntz**

VP Development

Allied Orion Group  
2051 Greehouse Rd, Suite 300  
Houston, TX, 77084  
[rbremauntz@aogliving.com](mailto:rbremauntz@aogliving.com)

5 Housing Projects and 1 BFR

### **Antonio Falcon**

Director

GCP Tissue  
14720 John F. Kennedy Blvd  
Houston, TX, 77032  
[Antonio.falcon@gcppaper.com](mailto:Antonio.falcon@gcppaper.com)  
Paper Manufacturing Facility

## 6. ADDITIONAL INFORMATION

### HUB Participation

Adippsa has partnered with New Life Concierge, a Texas-certified Historically Underutilized Business (HUB), to support the Project through local coordination services, stakeholder coordination assistance, administrative support, meeting logistics support, and document management assistance.

New Life Concierge will participate at approximately 30% of the overall effort associated with the Project.

This partnership enhances Adippsa's responsiveness, local coordination capabilities, and operational support resources available to the City.

### Communication Philosophy

Adippsa believes successful project delivery depends on disciplined communication, transparency, accountability, and responsiveness.

The firm emphasizes:

- Direct access to senior leadership
- Timely communication with stakeholders
- Rapid response to project issues
- Clear documentation and reporting
- Collaborative problem-solving
- Practical and constructible solutions
- Budget and schedule accountability

Adippsa understands the importance of maintaining public trust and supporting informed decision-making throughout the life of the Project.

## 7. ADDENDA ACKNOWLEDGEMENT

Adippsa acknowledges receipt and review of the following addenda associated with this Request for Qualifications:

- Addendum No. 1 – Released June 1, 2026

## 8. INSURANCE STATEMENT

Adippsa understands and acknowledges the insurance requirements identified in the Request for Qualifications and confirms its ability to comply with the required insurance provisions associated with the Project, including:

- Commercial General Liability Insurance
- Professional Liability Insurance
- Workers Compensation Insurance

Adippsa will provide certificates of insurance and related documentation as required by the City prior to contract execution. At this time, we will not be providing the service with Adippsa owned vehicles.



## Appendix A – Resumes of the Team