

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Agenda Item:

Discussion and possible action on the Request for Qualifications for Owner's Representative Services for City Hall Improvements

Description:

This agenda item is this month's standing item to allow Mayor Massingill to update Council on the progress of the City Hall improvement project and to solicit comments and direction on the same.

This month's item focuses on the Request for Qualifications for Owner's Representative Services, the timeline for which is below:

March 25, 2026	Issuance of RFQ authorized by Council
April 15, 2026	RFQ language approved by Council
May 8, 2026	RFQ published (see attachment for RFQ)
May 29, 2026	In-person pre-bid conference (see attachment for sign-in sheet)
June 1, 2026	Addendum No. 1 to the RFQ released and disseminated (see attachment for the addendum)
June 8, 2026	RFQ due date and bid opening (see attachment for sign-in sheet and bid tabulation sheet)
June 8-11, 2026	All fifteen (15) RFQ submittals independently scored and ranked by four (4) members of staff, scores averaged, and all 15 submittals ranked (see data below)
June 17, 2026	All RFQ information presented to Council, including staff's ranking; Council to provide input and direction on rankings and which firms to invite back to Council's July 15 meeting
July 15, 2026	Council meeting to speak with representatives from selected firms, finalize list ranking, discuss and authorize procedure for contract negotiations
August 19, 2026	Earliest regular Council meeting at which the award of a contract for Owner's Representative Services could be approved by Council

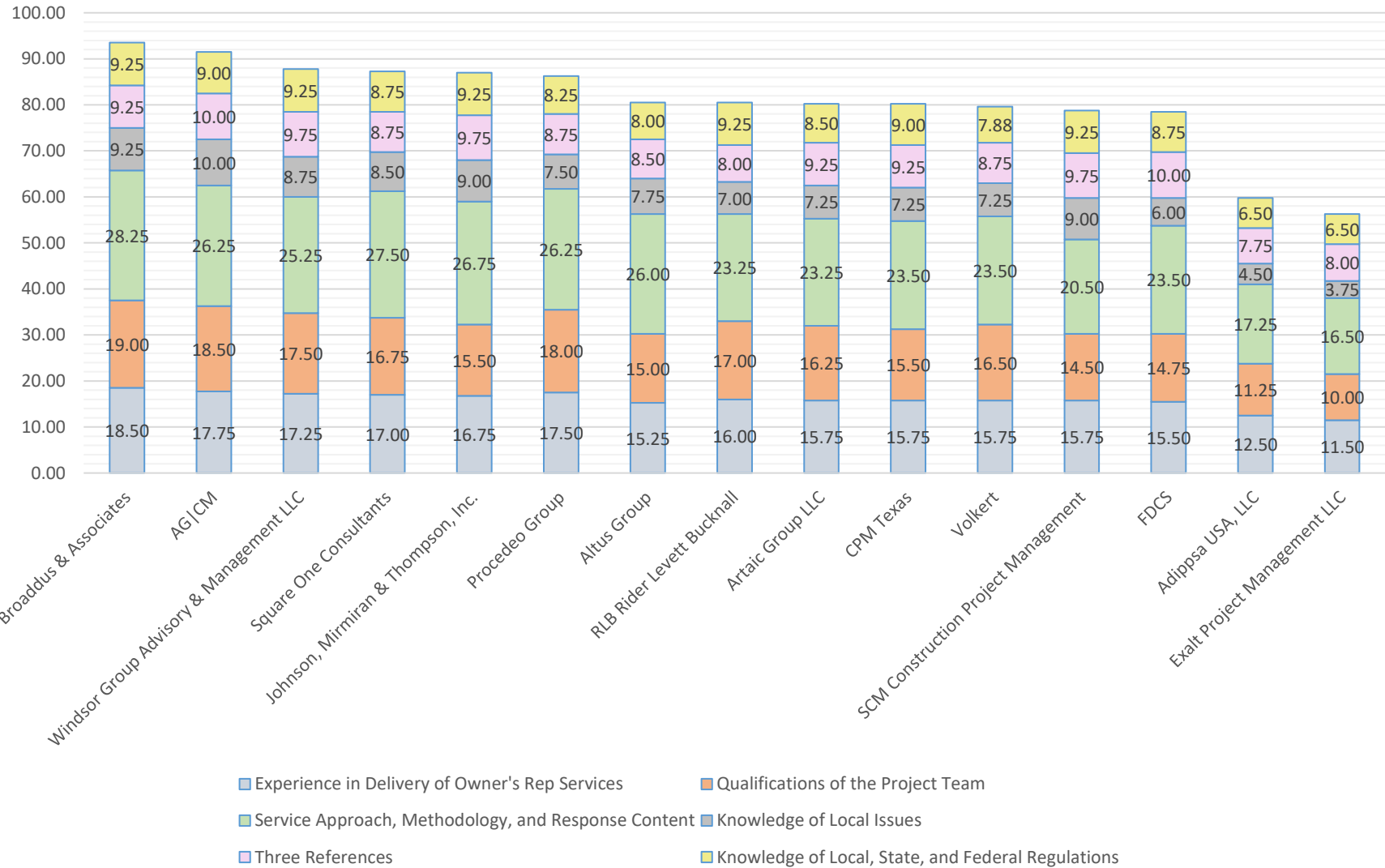
Staff's average evaluation of the submitting firms is below. Please note that these rankings, given that they were prepared by staff, are draft rankings only, and are subject to change by the City Council.

Category	Max Score	Broadus & Associates	AG CM	Windsor Group Advisory & Management LLC	Square One Consultants	Johnson, Mirmiran & Thompson, Inc.	Procedeo Group	Altus Group	RLB Rider Levett Bucknall	Artaic Group LLC	CPM Texas	Volkert	SCM Construction Project Management	FDCS	Adippsa USA, LLC	Exalt Project Management LLC
Experience in Delivery of Owner's Rep Services	20	18.50	17.75	17.25	17.00	16.75	17.50	15.25	16.00	15.75	15.75	15.75	15.75	15.50	12.50	11.50
Qualifications of the Project Team	20	19.00	18.50	17.50	16.75	15.50	18.00	15.00	17.00	16.25	15.50	16.50	14.50	14.75	11.25	10.00
Service Approach, Methodology, and Response Content	30	28.25	26.25	25.25	27.50	26.75	26.25	26.00	23.25	23.25	23.50	23.50	20.50	23.50	17.25	16.50
Knowledge of Local Issues	10	9.25	10.00	8.75	8.50	9.00	7.50	7.75	7.00	7.25	7.25	7.25	9.00	6.00	4.50	3.75
Three References	10	9.25	10.00	9.75	8.75	9.75	8.75	8.50	8.00	9.25	9.25	8.75	9.75	10.00	7.75	8.00
Knowledge of Local, State, and Federal Regulations	10	9.25	9.00	9.25	8.75	9.25	8.25	8.00	9.25	8.50	9.00	7.88	9.25	8.75	6.50	6.50
	Total -->	93.50	91.50	87.75	87.25	87.00	86.25	80.50	80.50	80.25	80.25	79.63	78.75	78.50	59.75	56.25
	Rank -->	1	2	3	4	5	6	7	7	9	9	11	12	13	14	15

RFQ Submittals, Scored by Staff

City Hall Owner's Representative Services

Opened June 8, 2026



Staff plans to invite the top seven (7) firms to the July 15 City Council meeting to address Council's questions. Currently, two firms are tied for seventh place, so the current list of intended invitees is:

1. Broaddus & Associates
2. AG|CM
3. Windsor Group Advisory & Management LLC
4. Square One Consultants
5. Johnson, Mirmiran & Thompson, Inc.
6. Procedeo Group
7. Altus Group
7. RLB Rider Levett Bucknall

Should any member of Council wish to invite a submitting firm other than those in the list, staff requests notification so that the firm can be afforded plenty of time to make arrangements to attend.

Action Requested:

Staff requests Council's input and direction on the RFQ rankings, and direction on which firms to invite to Council's July 15 meeting.

Fiscal Impacts:

This update and actions provided in this item will not have a fiscal impact on the City

Attachments:

- Published RFQ for Owner's Representative Services for the City Hall Improvements
- Addendum No. 1 to the RFQ
- Pre-Bid Conference Sign-In Sheet
- Bid Opening Sign-In Sheet
- Bid Tabulation Sheet
- Bid Submissions:
 - Adippsa USA, LLC
 - AG|CM
 - Altus Group
 - Artaic Group LLC
 - Broaddus & Associates
 - CPM Texas
 - Exalt Project Management LLC
 - FDSC
 - Johnson, Mirmiran & Thompson, Inc.
 - Procedeo Group
 - RLB Rider Levett Bucknall
 - SCM Construction Project Management
 - Square One Consultants
 - Volkert
 - Windsor Group Advisory & Management LLC