

CITY OF ROLLINGWOOD



PROCEDEO

RESPONSE TO REQUEST FOR QUALIFICATIONS FOR OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

DUE: MONDAY, JUNE 8, 2026 AT 10:00 A.M.

ELECTRONIC



EARNING TRUST AND
BUILDING SOLUTIONS FOR
THE CITY OF ROLLINGWOOD

WE SHARE YOUR GOALS

The City of Rollingwood's needs are unique, and your vision is clear. PROCEDEO has the expertise and tools necessary to support you, so your focus can remain on the most important task at hand: delivering excellent services and being accessible to the public. Our team will listen to your needs and implement a customized strategy to serve your plans for growth.

By partnering with PROCEDEO, the City of Rollingwood can breathe easy knowing that our team is aligned with your goals and we are deeply committed to ensuring the success of your staff and community.

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Section 1

INTRODUCTION/COVER LETTER

June 8, 2026

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

PROCEDEO

1450 Hughes Rd., Suite 215
Grapevine, TX 76051

RE: RESPONSE TO REQUEST FOR QUALIFICATIONS | OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

It is with great enthusiasm that PROCEDEO submits our qualifications for the City of Rollingwood (the City) Request for Qualifications Owner's Representative Services for the City Hall Improvements project. During the pre-proposal meeting, we gained a clear understanding of the City's priorities. Beyond managing a project, the City is seeking a trusted advisor and advocate—someone who will help guide the process, protect the City's interests, provide objective recommendations, and ensure decisions align with the project's goals and budget. We understand the importance of delivering a functional, well-built facility while maintaining transparency, accountability, and responsible stewardship of public funds.

As a subsidiary of The CORE Group (CORE), PROCEDEO benefits from the resources and expertise of the nation's top-ranked public safety builder by the *BD+C Giants 400 Report*. Together, we bring extensive experience in municipal, civic, and public safety facilities, along with a proven track record of representing owners throughout planning, design, procurement, and construction.

We recognize the City's desire for a partner who will help refine project needs, identify potential challenges early, and provide the guidance necessary to make informed decisions throughout the project. Our team is committed to serving as an extension of City staff, providing proactive oversight, evaluating project risks, and helping ensure that budget, scope, and stakeholder expectations remain aligned.

At PROCEDEO, we believe The Client Decides. This philosophy drives our commitment to trust, transparency, and client service. We take pride in being strong advocates for our clients and delivering projects that achieve their goals while minimizing surprises along the way.

Headquartered in North Texas, with offices in Frisco, Georgetown, Grapevine, and Fort Worth, PROCEDEO understands the needs of Texas communities and is excited about the opportunity to support the City of Rollingwood on this important project.

Thank you for your consideration. We look forward to the opportunity to serve as your trusted partner and advocate throughout the City Hall Improvements project. I will serve as your main point of contact throughout this process. Please call me at 817.312.7598 or email me at bryandodson@procedegroup.com should you have any questions, require additional information, or need further clarification.

Respectfully submitted,



Bryan Dodson
Vice President

PROCEDEO is in receipt of and acknowledges Addendum No. 1 dated Monday, June 1, 2026.

Section 2

FIRM DESCRIPTION

2. FIRM DESCRIPTION

Provide the name and address of the firm with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. List number of years providing owner's representative services, specifically for local government entities. All submitting firms must identify the location of any parent office(s), and the location of the office that will be principally responsible for the project.

Firm Name and Address: PROCEDEO
4407 N. Interstate Hwy 35, #102
Georgetown, TX 78626

Contact: Bryan Dodson
P: 817.312.7598 | **Fax:** N/A

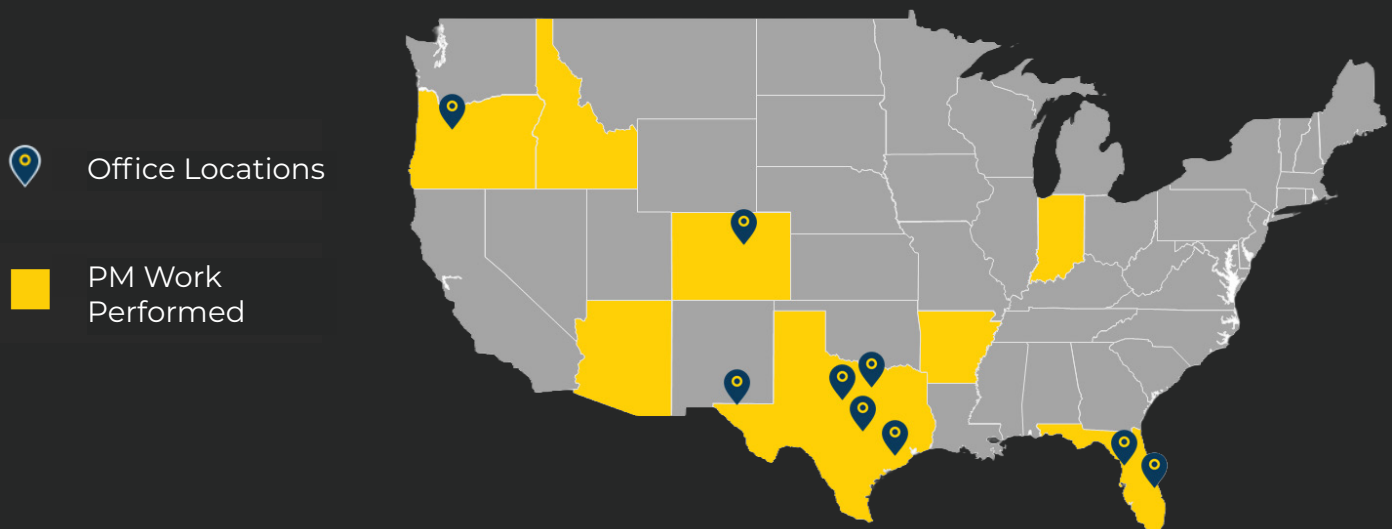
Email: bryandodson@procedeogroup.com
He is authorized to make representations for the organization.

Years of Service: PROCEDEO has been providing owner's representative services for eight years, with a focus on local government entities and K-12 educational clients.

Parent Office Location: *Headquarters - Grapevine, TX*
1450 Hughes Rd., Suite 215
Grapevine, TX 76051

Principal Office for the Project: Our Georgetown office will be principally responsible for the project, ensuring local support and expertise.

CURRENT OFFICES



2. Firm Description

For the office responsible, please provide an Organizational Chart depicting:

a. Key staff proposed for the City's Project.

b. All staff members who will be involved in supporting the firm's efforts.

Please refer to our organizational Chart below; the team listed will be actively supporting the project.

Y(OUR) TEAM



Section 3

PROJECT TEAM AND
QUALIFICATIONS

3. PROJECT TEAM AND QUALIFICATIONS

a. Identify all key personnel, their relationship to the project, relevant qualifications and experience, degrees held, registrations, memberships, years with the firm, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.

Please refer to resumes on pages 6-11.

i. Identify all staff members who hold a Certified Construction Manager (CCM) in project leadership capacity. (Must be employees of the prime firm at the time of submission.)

Conan Mathson, CCM – Project Executive

Conan holds the CCM credential and will serve in a project leadership capacity as Project Executive. He is an employee of PROCEDEO and will provide strategic oversight, staffing leadership, and executive-level support throughout project delivery.

ii. List of personnel experience specifically in the municipal facilities market.

Please refer to resumes on pages 6-11.

iii. Identify the person who will be primarily responsible for contact with the City.

Conan Mathson will be the primary contact with the City.

OUR VALUES

COLLABORATION

We work together with all parties during every phase to fulfill our core purpose. Creating an inclusive environment that values the opinions of all program team members in efforts to seek the best solutions for our clients.

TRANSPARENCY

Operating with openness, communication and accountability in such a way that it is easy for others to see what actions are performed.

FLEXIBILITY

Our ability to scale our experienced program team members based on the need of the program provides efficient services and financial value to our clients.

COMMUNITY FOCUSED

We seek to develop a partnership with the communities we serve, and will build a tailored communication and community engagement plan specific to the City's program.



3. Project Team and Qualifications

iv. For team members in a project support role, provide a half page résumé with the following information:

1. Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm.

2. List of personnel experience, specifically in the municipal facilities market.

Please refer to resumes on pages 6-11.

b. Provide a brief outline of the firm's staffing and ability to meet the schedule and deadlines described in this RFQ.

FIRM'S STAFFING AND ABILITY TO MEET THE SCHEDULE AND DEADLINES

PROCEDEO has the staffing depth, organizational structure, and technical resources necessary to successfully meet the project schedule and all deadlines identified in this RFQ. Founded in 2018, PROCEDEO currently maintains a national staff of more than 60 professionals with over 700 years of combined experience in owner representation, program management, design management, procurement, construction administration, and project controls.

Our staffing model is structured to provide dedicated project leadership supported by specialized technical personnel in controls, construction management, procurement, scheduling, design review, QA/QC, and stakeholder coordination. This structure allows PROCEDEO to scale resources up or down as project demands evolve while maintaining continuity and responsiveness throughout the project lifecycle.

The proposed team has extensive experience successfully managing multiple concurrent public-sector projects with aggressive schedules and complex stakeholder coordination requirements. Our use of centralized reporting systems, project controls platforms, and collaborative management tools ensures schedule accountability, transparent communication, and timely decision-making.

c. Provide information related to the level of knowledge of applicable local, state and federal regulations including but not limited to those regarding construction, development, building codes, environmental quality, and drainage.

EXPERTISE IN LOCAL, STATE, AND FEDERAL REGULATIONS

PROCEDEO has experience coordinating with municipalities, utility providers, design professionals, contractors, and other project stakeholders throughout planning, design, procurement, construction, and closeout. Our team has supported projects involving zoning processes, permitting activities, infrastructure planning, utility coordination, constructability reviews, risk management, and technical analyses related to site development. We have also coordinated projects involving stormwater management, grading, drainage, utilities, and other site considerations. Through ongoing collaboration with owners, architects, engineers, contractors, and public agencies, PROCEDEO works to identify potential issues early and maintain alignment between project scope, schedule, budget, and project objectives.

d. Identify any sub-contractors proposed for the project and list the proposed Project roles and responsibilities for each sub-contractor.

PROCEDEO is not suggesting any trade partners or vendors at this time. We will work with the City to select the most qualified trade partners to complete your scope of work on the City Hall Improvements project. The ultimate result is the City benefiting from trade partners who care about safety, quality, cost, schedule, and client satisfaction as much as we do.

3. Project Team and Qualifications



BRYAN DODSON

Bryan is an accomplished leader with over 20 years of experience in client services, program management, and board governance. He has extensive experience in the K-12 sector, where he has successfully delivered data-driven strategies to optimize organizational efficiencies, saving Clients money and allowing school districts to redirect those dollars to maximize student opportunities and outcomes.

VICE PRESIDENT

YEARS OF
EXPERIENCE

24

YEARS WITH
PROCEDEO

2

EDUCATION

- B.S., Journalism, University of Texas at Austin

REGISTRATIONS/ MEMBERSHIPS

- Former Board Member: Frisco ISD Board of Trustees
- Former Commissioner: Frisco Economic Development Corporation

LEVEL OF EFFORT

- 25%

RELEVANT EXPERIENCE

The Star in Frisco, Dallas Cowboys Headquarters*

Frisco, TX | Value: \$90M | Size: 81 acres | Role: Board Member

PGA of America Corporate Headquarters Frisco Relocation*

Frisco, TX | Value: \$500M | Size: 600 acres | Role: Board Member

Fort Worth ISD

2017 Bond Program*

Fort Worth, TX | Value: \$750M | Size: 32 Projects | Role: Board Member

Fort Worth ISD

2021 Bond Program*

Fort Worth, TX | Value: \$1.2B | Size: 27 Projects | Role: Executive Vice President

Portland Public Schools

2025 Bond Program

Portland, OR | Value: \$1.8B | Size: 100+ Projects | Role: Executive Vice President

Elgin ISD

2024 Bond Program

Elgin, TX | Value: \$375M | Size: 8 Projects | Role: Executive Vice President

DeSoto ISD

2025 Bond Program

DeSoto, TX | Value: \$199M | Size: 14 Projects | Role: Executive Vice President

*Prior to joining PROCEDEO



TIANNA FLORES

As Market Leader for Central Texas, Tianna is a dedicated client advocate and relationship leader, responsible for guiding projects from planning through execution while representing owners' interests at every stage. She leads PROCEDURE team initiatives and oversees project management, construction management, and owner representation services, partnering closely with clients and communities to deliver successful outcomes.

MARKET LEADER CENTRAL TEXAS

YEARS OF
EXPERIENCE

15

YEARS WITH
PROCEDURE

1

EDUCATION

- B.S., Construction Technology, *Texas State University*

REGISTRATIONS/ MEMBERSHIPS

- American Sports Builders Association (ASBA)
 - Certified Field Builder - Synthetic
 - Certified Track Builder
 - Certified Tennis Court Builder

LEVEL OF EFFORT

- 25%

**7 CIVIC PROJECTS
COMPLETED**

**\$48.2M IN CIVIC
PROJECTS**

RELEVANT EXPERIENCE

City of Portland Municipal Park & Sports Complex*

Portland, TX | Value: \$18M | Size: 22 Acres – Park, 28 Acres – Sports Complex (50 Acres total for both sites) | Role: VP Design Build

City of Artesia City of Champions Sports Complex*

Artesia, NM | Value: \$4M | Size: 20 Acres | Role: VP Design Build

City of Eagle Pass City of Eagle Pass Patsy Winn Sports Complex*

Eagle Pass, TX | Value: \$17M | Size: 49 Acres | Role: VP Design Build

City of Woodburn Legion Park*

Woodburn, OR | Value: \$2M | Size: 5 acres | Role: VP Design Build

City of Hereford Hereford Sports Complex*

Hereford, TX | Value: \$1.2M | Size: 3 Acres | Role: VP Design Build

City of Sandpoint Idaho War Memorial Field*

Sandpoint, ID | Value: \$3M | Size: 4.5 Acre | Role: VP Design Build

City of Sierra Vista Domingo Paiz Sports Complex & Cyr Center Park*

Sierra Vista, AZ | Value: \$3M | Size: 5 Acres | Role: VP Design Build

**Prior to joining PROCEDURE*

3. Project Team and Qualifications



CONAN MATHSON, ^{CCM}

Conan is a solutions-oriented facilities and operations professional with over three decades of experience managing municipal operations, facility planning and construction. Conan will be responsible for providing seamless communication, strategic oversight, and a commitment to providing skilled professionals who integrate seamlessly into the City's project teams.

PROJECT EXECUTIVE

YEARS OF
EXPERIENCE

34

YEARS WITH
PROCEDEO

3

REGISTRATIONS/ MEMBERSHIPS

- Certified Construction Manager (CCM)
- OSHA 30-Hour
- OSHA 48-Hour
- Construction Site Safety Certification

LEVEL OF EFFORT

- 50%

12 CIVIC PROJECTS
COMPLETED

\$43.9M IN CIVIC
PROJECTS

RELEVANT EXPERIENCE

City of Arlington OTT Cribbs Public Safety Center*

Arlington, TX | Value: \$2.8M | Size: 15,882 SF | Role: Project Executive

Tarrant County Mansfield Sub Courthouse*

Tarrant County, TX | Value: \$4.3M | Size: 29,000 SF | Role: Project Manager

Tarrant County Southeast Sub Courthouse*

Tarrant County, TX | Value: \$9.8M | Size: 54,600 SF | Role: Project Executive

City of North Richland Hills Public Library*

North Richland Hills, TX | Value: \$7.5M | Size: 58,800 SF | Role: Project Executive

City of Arlington South Arlington Police Serve Center*

Arlington, TX | Value: \$5.7M | Size: 25,331 SF | Role: Project Executive

City of Roanoke Recreation Center*

Roanoke, TX | Value: \$3.7M | Size: 32,000 SF | Role: Project Executive

City of Watauga City Hall*

Watauga, TX | Value: \$2.7M | Size: 25,000 SF | Role: Project Executive

*Prior to joining PROCEDEO



NATHAN SHETTER

Nathan brings over two decades of experience in the construction and project management industry. His expertise spans pre-construction planning, integrated project delivery, and construction management. Nathan is highly regarded for his leadership, commitment to client satisfaction, and ability to foster collaborative relationships among stakeholders, including clients, design teams, and building partners.

PROJECT MANAGER

YEARS OF
EXPERIENCE

20

YEARS WITH
PROCEDEO

2

EDUCATION

- B.S., Biology, Northern Arizona University

REGISTRATIONS/ MEMBERSHIPS

- Texas Association of School Business Officials (CTSBO)
- Association for Learning Environments (A4LE)

LEVEL OF EFFORT

- 100%

RELEVANT EXPERIENCE

Liberty Hill ISD

2022 Bond Program

Liberty Hill, TX | Value: \$342M | Size: 2 Projects | Role: Project Manager

Elgin ISD

2024 Bond Program

Elgin, TX | Value: \$375M | Size: 8 Projects | Role: Project Manager

Round Rock ISD

2014 bond program

Round Rock, TX | Value: \$287M | Size: 59 Projects | Role: Project Manager

3. Project Team and Qualifications



FIRE STATION EXPERT

YEARS OF EXPERIENCE | 35

YEARS WITH PROCEDEO | 3

EDUCATION

- B.S., Mass Communications, *Walla Walla University*

REGISTRATIONS/ MEMBERSHIPS

- International Code Council Fire Inspector I & II
- International Code Council Fire Plans Review

RICH TYLER

Rich draws from his 25 years as a firefighter to offer firsthand insights into crisis management, emergency response, and the pivotal significance of safeguarding. With a seamless transition into the construction sector, he capitalizes on his distinctive viewpoint to cultivate safety and enhance operational efficiency. Rich applies his firsthand emergency response experience to help project teams understand fire station operations, anticipate safety and functionality needs, and support facilities that serve first responders effectively from day one.

RELEVANT EXPERIENCE

City of Boise Boise Fire Station No. 13

Boise, ID | Value: \$9.9M | Size: 11,000 SF

Coeur d'Alene Police Department Headquarters Expansion

Coeur d'Alene, ID | \$5.4M | Size: 6,484 SF



CONSTRUCTION MANAGER

YEARS OF EXPERIENCE | 31

YEARS WITH PROCEDEO | 6

EDUCATION

- B.S., Construction, *Louisiana State University*

DREW SCHOTT

Drew has a proven track record of success in civic construction and project management in the public and private sectors that spans over 30 years. He will oversee the construction, quality controls, and inspections. His experience in CPM scheduling, cost estimating, design review, quality control, and project administration will greatly benefit the City and the project team in achieving excellence.

RELEVANT EXPERIENCE

East Baton Rouge Fire Station No. 7*

Baton Rouge, LA | Value: \$6M | Size: 20,000 SF

Fort Worth ISD 2017 Bond Program

Fort Worth, TX | Value: \$750M | Size: 32 Projects

Fort Worth ISD 2021 Bond Program

Fort Worth, TX | Value: \$1.2B | Size: 27 Projects

**Prior to joining PROCEDEO*

3. Project Team and Qualifications



DESIGN MANAGER

YEARS OF EXPERIENCE | 33

YEARS WITH PROCEDEO | 2

EDUCATION

- B.S., Architecture, *University of Houston*

REGISTRATIONS/ MEMBERSHIPS

- Licensed Architect
- American Institute of Architects (AIA)
- LEED AP
- Project Management Professional (PMP)
- RAS

LAURA GASS, AIA, LEED AP, PMP, RAS

With 33 years of experience in architectural design, project coordination, and program management, Laura specializes in bridging the gap between design and execution. As Design Manager, she will oversee design development, ensure compliance with client standards and regulatory requirements, and coordinate with architects, engineers, and building partners. With a keen eye for detail and a solutions-driven approach, Laura streamlines design processes, mitigates risks, and ensures constructability.

RELEVANT EXPERIENCE

Liberty Hill ISD

2022 Bond Program

Liberty Hill, TX | Value: \$342M | Size: 2 Projects

Elgin ISD

2024 Bond Program

Elgin, TX | Value: \$375M | Size: 8 Projects

City of Austin

Dougherty Arts Center*

Austin, TX | Value: \$58M | Size: 109,803 SF

**Prior to joining PROCEDEO*



DOCUMENT CONTROLS

YEARS OF EXPERIENCE | 13

YEARS WITH PROCEDEO | 6

EDUCATION

- A.S., Accounting *Dallas County Community College*

JESSICA DAY

Jessica brings 13 years of industry experience and is responsible for carefully reviewing all plans, materials, and documentation for your project. Her understanding of construction and code allows our team to create and complete accurate estimates. Jessica will collaborate with the design teams and the City to conduct thorough reviews of bid documents. Value engineering and risk mitigation will be addressed during this process and Jessica will ensure the team effectively achieves best value.

RELEVANT EXPERIENCE

Elgin ISD

2024 Bond Program

Elgin, TX | Value: \$375M | Size: 8 Projects

Fort Worth ISD

2017 Bond Program

Fort Worth, TX | Value: \$750M | Size: 32 Projects

Fort Worth ISD

2021 Bond Program

Fort Worth, TX | Value: \$1.2B | Size: 27 Projects



Section 4

SCOPE OF SERVICES

4. SCOPE OF SERVICES

Generally discuss the firm’s approach to accomplishing the “Scope of Services” section above.

PROPOSED DELIVERABLES AND WORK PRODUCTS

PROCEDEO will provide comprehensive owner’s representative services to support the City throughout the planning, design, procurement, construction, and closeout phases of the City Hall Improvements project. These services will include project management, advisory support, and coordination to help ensure the successful delivery of a functional, cost-effective, and high-quality facility that meets the City’s operational needs. Our services will consist of detailed project plans, schedules, reports, and documentation designed to support informed decision-making and maintain alignment with the City’s goals. Acting as the City’s primary liaison, we will facilitate collaboration among all stakeholders, including the design team, contractors, utility providers, and regulatory agencies.

PROCEDEO will serve as an extension of the City’s staff and act as the City’s representative throughout all phases of the project. Additionally, we will provide regular written updates, meeting facilitation, and tools such as value engineering logs, risk registers, and cost reconciliation reports to ensure transparency and control throughout the project lifecycle. Our team will also provide executive-level reporting, stakeholder coordination, and regular presentations to City administration and City Council to support informed decision-making throughout the project.

IDENTIFICATION OF FINAL PRODUCTS OR DELIVERABLES

The final deliverables for the City Hall Improvements project will include:

- **A Comprehensive Project Management Plan:** detailing project goals, scope, budget, schedule, and risk management strategies.
- **A Master Project Schedule:** integrating all project components, including design, permitting, procurement, construction, and closeout activities.
- **Budget and Cost Management Reports:** updated regularly to track expenditures, cost estimates, and budget alignment.
- **Design Review Reports:** including constructability reviews, value engineering logs, and cost-reconciliation reports at key milestones.
- **Procurement Documentation:** such as RFQs, RFPs, bid evaluations, and contractor selection recommendations.
- **Construction Progress Reports:** providing updates on construction activities, schedule tracking, budget, quality assurance, and issue resolution logs.
- **Closeout Documentation:** including as-built drawings, O&M manuals, warranties, and final payment recommendations.
- **Post-Construction Support:** including warranty reviews and resolution of post-construction issues at 12- and 24-month intervals.

4. Scope of Services

TASKS TO BE PERFORMED

- **Project Initiation and Planning:** During this phase, PROCEDEO will establish project goals, finalize the scope, develop the project management plan, and create the master schedule. The Project Manager (PM) will lead this effort with input from the City and key stakeholders. PROCEDEO will also establish communication protocols, coordinate with utilities and regulatory agencies, and assist the City in maintaining alignment between scope, schedule, budget, and operational objectives.
- **Design Phase:** PROCEDEO will facilitate design coordination meetings, review design documents for constructability and budget alignment, and provide value engineering recommendations. The Design Manager and PM will collaborate with the architect and City staff to ensure alignment with project goals. Our team will monitor all parties' efforts for conformance to budget and schedule, notify the City of any concerns or trends affecting project delivery, and assist in developing detailed cost estimates and value engineering solutions throughout design.
- **Preconstruction and Procurement:** In this phase, PROCEDEO will develop RFPs, evaluate proposals, assist in contractor selection, and validate procurement strategies. The Project Executive and PM will work closely with the City's procurement team to ensure a transparent and efficient process. PROCEDEO will also assist with contractor negotiations, review construction cost proposals and Guaranteed Maximum Price (GMP) submissions, facilitate preconstruction meetings, and coordinate preparation of contract documents for review by the City and legal counsel.
- **Construction Phase:** PROCEDEO will oversee construction progress, ensuring adherence to budget, schedule, and quality standards. The Construction Manager will monitor construction activities, address any issues promptly, and maintain open communication with all stakeholders. Our team will review schedules of values, contractor schedules, progress payment applications, change order requests, RFIs, ASIs, and submittals to ensure consistency with the Contract Documents and Project objectives. PROCEDEO will generate weekly site observation reports, coordinate inspections and testing, document deficiencies, monitor corrective work, and oversee punch-list activities through completion.
- **Closeout and Post-Construction:** During the final phase, PROCEDEO will verify receipt of closeout documentation, support commissioning, manage warranty reviews, and resolve post-construction issues. The PM will coordinate with contractors and City staff to ensure a seamless transition to operational status. PROCEDEO will verify completion and delivery of all Project Record Documents, O&M manuals, warranties, as-built drawings, and staff training while continuing to support the City during warranty and post-occupancy periods.

GUIDING THE PROJECT FROM PLANNING TO CLOSEOUT





Section 5

REFERENCES

5. REFERENCES

Identify at least three (3) similar clients that the firm currently provides or has previously provided service to, preferably municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed.

ELGIN ISD | 2024 BOND PROGRAM



PROJECT MANAGER: Carlos Rodriguez

PHONE NUMBER: 830.513.7898

DESCRIPTION OF WORK PERFORMED:

PROCEDEO is providing project management services for Elgin ISD's 2024 Bond Program. Responsibilities include bringing process and procedures, forms and templates, to help manage the design and construction teams in order to keep the project within budget and on schedule. Projects will include a new elementary and middle school, additional school capacity, intermediate school renovations, athletic improvements, transportation facility (phase II), general campus upgrades, and a CTE/Press box addition.

LIBERTY HILL ISD | 2021 BOND PROGRAM

PROJECT MANAGER: Dustin Akin

PHONE NUMBER: 512.713.3289

DESCRIPTION OF WORK PERFORMED:

PROCEDEO is providing Project Management services for two new schools in Liberty Hill ISD. The middle school is 190,000 square feet on a 60-acre site and has initially opened as a high school while the new High School No. 2 is being constructed. High School No. 2 is 475,000 square feet on a 90-acre site. Middle School No. 3 was completed in summer 2024, and the high school will be completed this summer.



5. References

GEORGETOWN ISD | 2023 BOND PROGRAM



PROJECT MANAGER: Jimmy Jones

PHONE NUMBER: 512.635.7898

DESCRIPTION OF WORK PERFORMED:

PROCEDEO is currently providing Program Management services for two new elementary schools in Georgetown ISD, Elementary No. 11 and Elementary No. 12, and two new Agricultural Barns at two of Georgetown ISD's existing high schools. Additionally, PROCEDEO managed the delivery and setup of three portable classrooms throughout the district for a cost of \$111M, which was completed in January 2024.



ROLLINGWOOD
TEXAS

At PROCEDEO, we don't just manage projects
WE JOIN YOUR TEAM!

Our desire is to become an integral part of the City of Rollingwood's team, and to embrace your vision. PROCEDEO will collaborate with the City of Rollingwood, delivering results, and aligning every milestone with your mission.



Section 6

QUALITY CONTROL

6. QUALITY CONTROL

Describe how the successful respondent will manage quality control/quality assurance to monitor and resolve issues and check cross-reference documents, consultant and contractor's work, invoicing, quantities, bids, design reviews, change orders and so forth. Specific examples shall be included in the proposal, as applicable.

PROCEDEO's Quality Assurance/Quality Control (QA/QC) approach is built around proactive oversight, structured communication, and disciplined project controls to ensure all project components align with the City's goals for quality, budget, schedule, and operational performance. Our methodology combines experienced leadership, integrated technology platforms, documented review procedures, and real-time reporting to identify and resolve issues before they impact the project.

As the Owner's Representative, PROCEDEO functions as an extension of the City's staff, providing independent oversight and verification throughout planning, design, procurement, construction, close out, and warranty. Our QA/QC processes focus on transparency, accountability, constructability, cost validation, and document coordination to ensure the project is delivered in accordance with the City's expectations.

DOCUMENT COORDINATION AND CROSS-REFERENCE REVIEWS

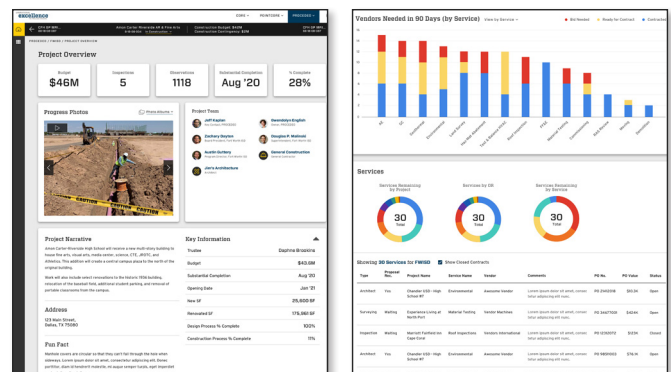
PROCEDEO utilizes a structured document review process to verify consistency between drawings, specifications, consultant deliverables, schedules, estimates, and procurement packages. During the design phase, our team conducts detailed constructability, biddability, and coordination reviews to identify discrepancies, omissions, scope gaps, and conflicting information before documents are issued for pricing or construction.

Our reviews include cross-referencing architectural, civil, structural, mechanical, electrical, plumbing, and technology documents to verify scope alignment between drawings and specifications. We also review consultant deliverables for completeness, interdisciplinary coordination, adherence to project requirements, code compliance, and consistency with the approved program, budget, and schedule. In addition, we review phasing plans, logistics, utilities, operational continuity requirements, City standards, code compliance requirements, and quantity takeoffs to confirm bid package completeness and overall project coordination.

Throughout the design process, PROCEDEO works closely with consultants to identify and resolve coordination issues, document review comments, and design conflicts to help ensure a complete, coordinated, and constructible set of contract documents.

To support these efforts, PROCEDEO leverages industry-leading tools such as Procore, Bluebeam Revu, Primavera P6, BIM coordination platforms, and Operational Excellence (OPEX) dashboards to centralize document management and maintain real-time collaboration between the City, consultants, contractors, and stakeholders.

OPEX DASHBOARD



6. Quality Control

DESIGN REVIEWS AND CONSTRUCTABILITY OVERSIGHT

Our design management team, including licensed architects, engineers, and construction professionals, performs milestone reviews throughout schematic design, design development, and construction documents. These reviews evaluate constructability, sequencing, budget alignment, schedule impacts, operational functionality, long-term maintenance considerations, and interdisciplinary coordination.

PROCEDEO also facilitates value engineering workshops and maintains detailed value engineering logs that track all proposed cost-saving opportunities, estimated impacts, approvals, and implementation status. This process allows the City to make informed decisions while maintaining transparency throughout design development.

As demonstrated on major public-sector programs including Fort Worth ISD, Georgetown ISD, Gregory-Portland ISD, Portland Public Schools, and Dallas County projects, these procedures have consistently reduced project risk, improved document coordination, and minimized costly revisions during construction.

CONTRACTOR OVERSIGHT AND CONSTRUCTION QA/QC

During construction, PROCEDEO provides comprehensive oversight of contractor performance through routine site observations, progress verification, quality inspections, coordination meetings, and continuous monitoring of compliance with contract documents. Our team tracks deficiencies, punch list items, corrective actions, safety concerns, and operational impacts to ensure accountability and timely issue resolution.

Each identified issue is documented, assigned to the responsible party, monitored through completion, and communicated transparently to the City. PROCEDEO's QA/QC framework includes preparatory inspections, initial work inspections, follow-up inspections, commissioning coordination, deficiency tracking, and closeout verification to ensure quality standards are maintained throughout the project lifecycle.

INVOICE, PAY APPLICATION, AND QUANTITY VERIFICATION

PROCEDEO performs detailed reviews of contractor and consultant invoicing to ensure all requested payments are accurate, contractually compliant, and supported by verified field progress. Our controls team validates completed quantities, Schedule of Values allocations, stored materials, retainage, contingency usage, GMP compliance, lien releases, and supporting documentation prior to recommending payment approval.

In addition, our team provides real-time financial reporting and forecasting to monitor committed costs, projected costs at completion, contingency utilization, and budget alignment throughout the project lifecycle. This disciplined process allows the City to maintain full visibility into project finances while minimizing financial risk.

6. Quality Control

BID AND PROCUREMENT VALIDATION

PROCEDEO oversees procurement processes to ensure fairness, competitiveness, and alignment with project goals. Our team reviews bid tabulations, evaluates scope coverage, verifies quantities, analyzes alternates, reviews contractor qualifications, and validates assumptions and exclusions to ensure bid packages are complete, coordinated, and competitively priced.

We work collaboratively with the City and design team throughout procurement to ensure documents are biddable, constructable, and aligned with budget and schedule objectives prior to issuance.

CHANGE ORDER MANAGEMENT

PROCEDEO maintains strict change management procedures to protect the City's budget and minimize unnecessary costs. All change orders are reviewed for contractual entitlement, scope justification, quantity validation, labor and material pricing accuracy, schedule impacts, and contingency availability.

Our team provides independent recommendations prior to City approval to ensure all change orders are reasonable, properly documented, and aligned with the overall project goals. Whenever possible, we also evaluate alternative solutions and value opportunities that may reduce project impacts or overall cost exposure.

SPECIFIC EXAMPLES OF QA/QC SUCCESS

PROCEDEO successfully implemented these QA/QC and cost control procedures on the Gregory-Portland ISD All-Purpose Sports Facility project, where the project initially faced a \$3.3 million budget overrun. Through collaborative document review, value engineering, contractor coordination, and disciplined cost management oversight, PROCEDEO identified and implemented solutions that resulted in approximately \$7.3 million in savings while maintaining the project schedule and program objectives.

Similarly, on the Fort Worth ISD 2017 and 2021 Bond Programs, PROCEDEO provided oversight for 59 projects totaling approximately \$1.95 billion in value. Through disciplined QA/QC procedures, document coordination, schedule management, and cost validation processes, the program achieved more than \$42 million in savings returned to the City.

PROCEDEO's comprehensive QA/QC methodology ensures projects are delivered with accountability, transparency, and measurable results while protecting the City's interests throughout every phase of the project lifecycle.





Section 7

ADDITIONAL DATA

7. ADDITIONAL DATA

This section will be limited to five (5) pages. Responses may include any other information the respondent deems essential to the evaluation of the statement of qualifications.

UNDERSTANDING ROLLINGWOOD AND THE CENTRAL TEXAS REGION

PROCEDEO recognizes that the City Hall Improvements project is more than a facility upgrade—it is a long-term investment in the City's ability to serve the Rollingwood community. With the existing facility dating back to 1975 and serving approximately 1,500 residents, this project presents an opportunity to modernize critical municipal functions while ensuring the facility remains practical, efficient, and responsive to the City's needs for decades to come.

Through the pre-proposal meeting and our review of available information, we understand the facility will support multiple essential City services, including City administration, police, fire, and public works operations. The inclusion of Fire Department facilities, including sleeping accommodations, a kitchen, and apparatus space, creates unique operational requirements that must be carefully considered throughout programming, design, and construction to ensure the facility effectively supports first responders and City staff.

We also understand that Rollingwood is a close-knit community where capital projects are highly visible and where responsible stewardship of

public funds is paramount. During the pre-proposal meeting, City leadership emphasized the importance of having a trusted advocate who can guide the City through the process, provide objective recommendations, and help avoid unexpected costs or unnecessary change orders. This aligns directly with PROCEDEO's approach to Owner's Representation.

While PROCEDEO serves clients throughout Texas, our proposed team includes Central Texas-based professionals who live and work in the region and understand the unique challenges facing communities in the greater Austin area. We are familiar with current market conditions, including construction cost escalation, contractor availability, long-lead procurement items, and the importance of balancing project scope with available funding.

We recognize the City's desire to deliver a functional, well-built facility that meets operational needs without unnecessary complexity. Our role is to serve as an extension of City staff, helping leadership make informed decisions, identify risks early, maintain alignment between scope and budget, and successfully deliver a project that serves the residents of Rollingwood for years to come.

PROCEDEO'S COMMITMENT TO THE CITY OF ROLLINGWOOD

At PROCEDEO, we believe that true program success comes not only from delivering exceptional results, but from building lasting relationships grounded in trust, transparency, and shared purpose. As we embark on this journey with the City of Rollingwood, our commitment is to become more than just a service provider—**we are here to serve as a seamless extension of your team and a dedicated part of the City of Rollingwood family.**



Conan's Additional Civic Experience

CLIENT PROJECT	SQ. FT.
Tarrant County Mansfield Sub Courthouse	29,000
City Roanoke Recreation Center	32,000
City of Watauga City Hall	25,000
Town of Trophy Club Municipal Building	4,064
City Roanoke Concession Building Addition	2,000
City of Watauga Animal Shelter	2,500
City of Watauga Public Library Additions and Renovations	28,500
South Arlington Police Service Center	25,331
OTT Cribbs Public Safety Center	15,882
City of Arlington Animal Service Center	19,950
Tarrant County Texas Southeast Sub Courthouse	54,600
City of North Richland Hills Public Library	58,800
Total	297,627

Completed with previous firm



CITY OF ROANOKE RECREATION CENTER



CITY OF WATAUGA CITY HALL



NORTH RICHLAND HILLS PUBLIC LIBRARY

**CONAN BRINGS
EXPERIENCE FROM
12 CIVIC PROJECTS
THE CITY.**

VALUE ADDED SERVICES

GRANTS: WHAT WE OFFER | A STRATEGIC ADVANTAGE AT NO COST

Led by PROCEDEO's experienced Grants Manager, Ruby Dykes, our grant services provide clients with a powerful added-value advantage: support in identifying, securing, and managing critical funding opportunities. Whether pursuing capital improvements, facility development, infrastructure projects, program expansion, operational initiatives, or community-focused investments, Ruby helps align funding strategies with organizational goals. From grant identification and application support to compliance and reporting, PROCEDEO helps clients maximize available funding resources— **at no additional cost to you.**

STRATEGIC ALIGNMENT

Aligning your construction and operational goals with the right funding streams.

EXPERT GUIDANCE

Navigating proposal development, compliance, and reporting requirements.

MAXIMIZED DOLLARS

Reducing financial barriers and increasing your funding impact.

CITY/COUNTY SECTOR FOCUS

Leveraging deep experience with HUD, FEMA, USDA, and various local city/county funding programs.

INTEGRATED TIMELINE

Synchronizing funding with YOUR timeline and project schedule.

LONG-TERM SUPPORT

Extending beyond construction to sustainability and community impact.

PUBLIC-PRIVATE PARTNERSHIPS | P3

Led by Roger Baum, Vice President of Partnerships and Revenue Generation, PROCEDEO helps public entities identify creative, sustainable, and locally tailored funding solutions. Roger's work focuses on uncovering new revenue streams, strategic partnerships, and cost-saving opportunities that complement traditional funding sources. Through public-private partnerships, sponsorship opportunities, energy initiatives, vendor partnerships, facility utilization strategies, and other innovative approaches, PROCEDEO helps clients strengthen financial capacity, enhance project feasibility, and maximize available resources to achieve both short-term and long-term objectives.

ENERGY MANAGEMENT

PUBLIC-PRIVATE PARTNERSHIPS

REAL ESTATE PLANNING AND ASSET MANAGEMENT

OUR VALUES

Collaboration

PROCEDEO values the input of all partners in the pursuit of the best for our clients.

Transparency

We operate with a focus on openness, communication, and accountability.

Flexibility

We are able to scale our team and services to meet the City of Rollingwood's needs.

Community

PROCEDEO engages and develops partnerships within the communities we serve.





PROCEDEO

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www.procedeogroup.com