

Exalt Project Management LLC

8416 Aries


Selma TX 78154


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

**RFQ RESPONSE: Owner's Representative Services for City Hall
Improvements.**



COVER LETTER

 San Antonio TX

 (210) 273 - 6791

 spereira@exaltproject.com

 Exaltproject.com

6/08/2026

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

RE: Introduction of Exalt Project Management – Owner’s Representative Services

Dear, Alun Thomas

On behalf of Exalt Project Management, thank you for the opportunity to introduce our firm and our approach to providing Owner’s Representative and Project Management services. We appreciate your consideration and welcome the opportunity to support your organization in the successful planning, execution, and delivery of your capital improvement and construction projects.

Exalt Project Management is a client-focused project management firm dedicated to protecting our clients' interests throughout every phase of a project. Our mission is to serve as a trusted advisor and advocate, providing leadership, accountability, and oversight that enable project owners to make informed decisions while achieving their goals related to budget, schedule, quality, and risk management.

Our approach to Owner’s Representative services is founded on three core principles:

Advocacy – We represent the owner's interests exclusively, ensuring that project decisions align with the client's objectives, operational needs, and long-term vision.

Transparency – We believe in proactive communication, accurate reporting, and complete visibility into project performance. Through regular updates and detailed project controls, we provide owners with the information necessary to make confident decisions.

Accountability – We establish clear expectations for all project stakeholders and maintain diligent oversight of consultants, contractors, and vendors to ensure project commitments are met.



Exalt Project Management provides comprehensive services including:

- Project planning and feasibility analysis
- Design phase coordination and management
- Budget development and cost control
- Schedule development and monitoring
- Procurement and contract administration
- Construction management oversight
- Quality assurance and risk management
- Stakeholder communication and reporting
- Change management and claims mitigation
- Project closeout and occupancy support

Our team understands that successful projects require more than technical expertise. They require leadership, collaboration, and the ability to anticipate challenges before they impact project outcomes. We work closely with owners, architects, engineers, contractors, and stakeholders to foster a cooperative environment that drives project success while maintaining accountability at every level.

Whether supporting educational facilities, municipal projects, commercial developments, nonprofit organizations, or other capital improvement initiatives, Exalt Project Management is committed to delivering exceptional service and measurable results. We take pride in building lasting relationships with our clients through integrity, professionalism, and a steadfast commitment to excellence.

We appreciate the opportunity to present our qualifications and look forward to discussing how Exalt Project Management can help achieve your project goals. Should you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

Suave Pereira
President / Principal Project Manager
Exalt Project Management
(210) 273-6791
spereira@exaltproject.com
exaltproject.com



Firm Information and Organizational Structure

Firm Name and Contact Information

Firm Name: Exalt Project Management, LLC

Firm Address: 8416 Aries Selma TX 78154

Telephone: (210) 273-6791

Fax: "N/A"

Website: exaltproject.com

Authorized Representative and Primary Contact:

Name: Suave Pereira

Title: President/ Sr. Project Manager

Telephone: (210) 863-8998

Email: spereira@exaltproject.com

The above individual is authorized to make representations and commitments on behalf of Exalt Project Management, LLC.

Experience Providing Owner's Representative Services

Exalt Project Management, LLC has provided Owner's Representative and Construction Project Management services for approximately 12 years. Our experience includes representing public-sector and local government entities in the planning, procurement, design, construction, and closeout phases of capital improvement projects.

Our services include:

- Project planning and development
- Budget and cost management
- Design phase coordination
- Procurement and contractor selection assistance
- Construction administration and oversight
- Schedule management
- Quality assurance and quality control
- Risk management
- Project closeout and occupancy support

Office Locations

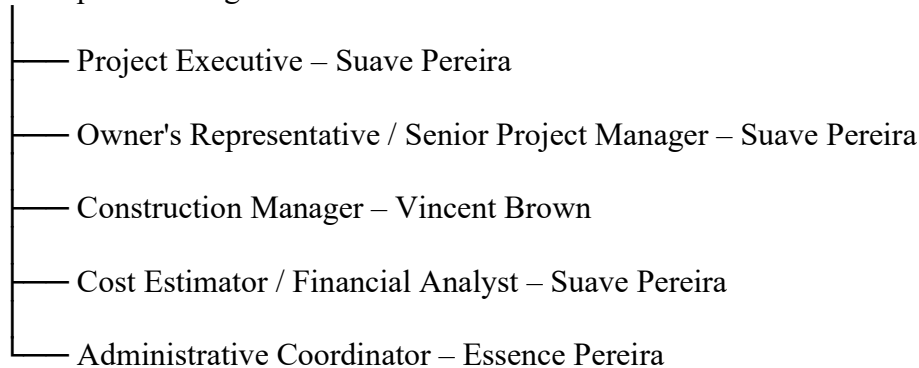
Parent Office (Corporate Headquarters):
8416 aries, Selma TX, 78154

The office listed above will serve as the primary location responsible for project management, client coordination, and delivery of services for the City's Project.

Organizational Chart

Key Staff Proposed for the City's Project

Principal-in-Charge



Staff Roles and Responsibilities

Principal-in-Charge – Provides executive oversight, strategic guidance, and quality assurance.

Senior Project Manager / Owner's Representative – Serves as the City's primary point of contact and manages all aspects of project delivery.

Construction Manager – Oversees construction activities, schedule compliance, and field coordination.

Cost Estimator / Financial Analyst – Monitors project budgets, cost forecasting, and financial reporting.

Administrative Coordinator – Provides administrative support, meeting coordination, and reporting assistance.



About Us

We are a construction project management consulting firm dedicated to delivering successful projects through disciplined execution and unwavering attention to detail. Our core focus is built around four critical pillars: **quality, budget, schedule, and safety.**

We partner with owners, developers, and contractors to provide proactive leadership and clear direction throughout every phase of a project. By implementing proven management processes and maintaining transparent communication, we ensure that quality standards are met, costs are controlled, timelines are achieved, and safety remains a top priority on every job site.

Our approach is hands-on and results-driven. We identify risks early, solve problems efficiently, and hold all stakeholders accountable to project goals. With a commitment to excellence and integrity, we help our clients turn complex construction challenges into successful, well-executed projects.

Qualifications Summary

With over 12 years of proven experience in the construction industry, our firm specializes in delivering expert project management consulting services across a diverse range of sectors, including commercial construction and historical preservation. We bring a deep understanding of complex project environments, ensuring that every phase—from preconstruction through closeout—is executed with precision, efficiency, and accountability.

Our expertise in commercial construction includes managing large-scale developments, tenant improvements, and ground-up projects, with a strong focus on maintaining strict adherence to budget, schedule, and quality objectives. In the highly specialized field of historical preservation, we possess the knowledge and sensitivity required to restore and rehabilitate structures while preserving their historical integrity and complying with regulatory requirements.

The firm is led by a certified Project Management Professional (PMP), demonstrating a commitment to industry best practices, structured project execution, and continuous improvement. In addition, we hold a Quality Control certification through the U.S. Army Corps of Engineers, reinforcing our capability to implement rigorous QA/QC programs that meet federal standards and ensure the highest level of construction quality and compliance.

Our approach is rooted in proactive communication, detailed planning, and risk mitigation. We excel at coordinating multidisciplinary teams, managing stakeholder expectations, and resolving challenges before they impact project outcomes. By integrating industry-leading project controls, quality assurance processes, and safety management practices, we consistently deliver successful projects that meet or exceed client expectations.

Budget Management

A strong budget management process is one of the core value drivers for a project consulting company. It ensures projects stay financially viable, clients maintain trust, and risks are controlled early. Below is a detailed, practical framework we implement across projects.

1. Pre-Project Budget Development (Foundation Phase)

a. Scope Definition & Alignment

- Conduct stakeholder interviews to clearly define deliverables
- Break scope into measurable components (WBS – Work Breakdown Structure)
- Identify exclusions to prevent scope creep

b. Cost Estimation

Use a combination of:

- Historical data from past projects
- Unit cost estimating (labor, materials, equipment)
- Vendor/subcontractor quotes
- Risk-adjusted contingencies (typically 5–15%)

c. Budget Structuring

- Categorize costs:
 - Hard costs (construction, materials)
 - Soft costs (design, permits, consulting fees)
 - Contingency
 - Escalation (inflation over time)

d. Baseline Budget Creation

- Establish a **cost baseline** (approved version of the budget)

- Align with project schedule (cost-loaded schedule)
 - Get formal client approval
-

2. Budget Planning & Control Setup

a. Cost Coding System

- Create standardized cost codes (CSI divisions for construction projects)
- Ensure alignment with accounting systems

b. Cash Flow Forecasting

- Monthly or weekly projections of:
 - Planned vs. actual spend
 - Funding requirements
- Helps clients manage liquidity

c. Budget Control Tools

- Use software such as:
 - Procore
 - Primavera P6
 - Microsoft Project
 - QuickBooks
-

3. Procurement & Contract Budget Management

a. Bid Management

- Develop bid packages aligned with cost codes
- Level bids for apples-to-apples comparison
- Identify scope gaps or overlaps

b. Contract Value Tracking

- Track:
 - Original contract value
 - Approved changes

- Pending changes
- Maintain a **commitment log**

c. Purchase Order (PO) Control

- Require pre-approval before issuing POs
 - Link each PO to a budget line item
-

4. Cost Tracking & Monitoring

a. Real-Time Cost Tracking

- Track:
 - Committed costs (contracts)
 - Actual costs (invoices paid)
 - Forecasted final cost (Estimate at Completion – EAC)

b. Earned Value Management (EVM)

Key metrics:

- Planned Value (PV)
- Earned Value (EV)
- Actual Cost (AC)

Use these to measure:

- Cost variance (CV)
- Schedule variance (SV)

c. Cost Reporting

Weekly or monthly reports should include:

- Budget vs. actuals
 - Variance analysis
 - Forecast to complete
 - Risk flags
-

5. Change Management Process

a. Change Identification

- Design changes
- Site conditions
- Client-driven scope changes

b. Change Order Workflow

1. Initiate change request
2. Cost impact analysis
3. Schedule impact analysis
4. Client approval
5. Budget update

c. Contingency Management

- Track contingency usage separately
 - Require approval thresholds for use
-

6. Forecasting & Risk Management

a. Estimate at Completion (EAC)

- Continuously update forecasted total cost
- Identify overruns early

b. Risk Register Integration

- Assign cost impact values to risks
- Monitor high-risk budget items

c. Scenario Planning

- Best case / worst case financial outcomes
 - Helps clients make proactive decisions
-

7. Invoice & Payment Management

a. Invoice Review Process

- Validate against:
 - Contract terms
 - % complete
 - Stored materials

b. Payment Tracking

- Monitor:
 - Paid to date
 - Retainage
 - Outstanding liabilities
-

8. Project Closeout & Financial Audit

a. Final Cost Reconciliation

- Compare:
 - Original budget
 - Final cost
 - Variances

b. Lessons Learned

- Identify:
 - Budget misses
 - Estimating inaccuracies
 - Vendor performance issues

c. Data Archiving

- Store cost data for future benchmarking
-

9. Best Practices for a Consulting Firm

Standardization

- Use templates for:
 - Budgets
 - Reports
 - Change orders

Transparency with Clients

- Provide dashboards and regular updates
- No surprises—flag risks early

Technology Integration

- Integrate scheduling, accounting, and cost tools

Family-Driven Leadership Advantage

If your firm is family-oriented (as you mentioned earlier), emphasize:

- Trust and accountability in financial stewardship
 - Long-term client relationships over short-term gains
-

Simple Workflow Summary

1. Define scope →
2. Estimate costs →
3. Set baseline budget →
4. Track commitments & spending →
5. Manage changes →
6. Forecast final costs →
7. Close out and analyze

Schedule Management

A strong **schedule management process** is critical for a project consulting company to consistently deliver projects on time, manage client expectations, and control costs.

Project Schedule Management Process

1. Schedule Planning & Strategy

This phase defines how the schedule will be created, managed, and controlled.

Key Activities:

- Define scheduling methodology (e.g., Critical Path Method (CPM), Agile, Lean)
- Select scheduling tools (Primavera P6, MS Project, etc.)
- Establish level of detail (LOD) for the schedule
- Define update frequency (weekly, bi-weekly)
- Set reporting standards and formats

Deliverables:

- Schedule Management Plan
 - Work Breakdown Structure (WBS)
 - Scheduling standards checklist
-

2. Activity Definition

Break down the project into manageable tasks.

Key Activities:

- Decompose WBS into detailed activities
- Define clear activity descriptions and deliverables
- Assign responsibility for each task

Best Practices:

- Activities should be measurable and time-bound
- Avoid overly large or vague tasks

Deliverables:

- Activity List
 - Responsibility Assignment Matrix (RAM)
-

3. Activity Sequencing

Determine the logical order of tasks.

Key Activities:

- Identify dependencies (FS, SS, FF, SF relationships)

- Determine constraints (external/internal)
- Identify milestones

Tools:

- Network diagrams
- Dependency mapping

Deliverables:

- Project Logic Diagram
 - Milestone List
-

4. Duration Estimation

Estimate how long each activity will take.

Key Activities:

- Use historical data and benchmarks
- Apply expert judgment
- Consider risks, weather, productivity rates

Techniques:

- Three-point estimating (optimistic, most likely, pessimistic)
- Parametric estimating

Deliverables:

- Duration Estimates Document
-

5. Schedule Development

Build the full project schedule.

Key Activities:

- Input activities, durations, and logic into scheduling software
- Identify the critical path
- Allocate resources

- Level resources to avoid over-allocation
- Add buffers/contingencies

Key Outputs:

- Baseline Schedule
 - Critical Path Analysis
 - Resource-Loaded Schedule
-

6. Schedule Review & Baseline Approval

Validate and finalize the schedule with stakeholders.

Key Activities:

- Conduct internal review (project team, consultants)
- Conduct client review and alignment meeting
- Adjust based on feedback
- Obtain formal approval

Deliverables:

- Approved Baseline Schedule
 - Schedule Narrative Report
-

7. Schedule Monitoring & Control

Track progress and manage changes throughout the project.

Key Activities:

- Weekly progress updates
- Compare actual vs planned progress
- Identify variances and delays
- Update forecast completion dates

Key Metrics:

- Schedule Variance (SV)
- Schedule Performance Index (SPI)
- Critical path changes

Tools:

- Earned Value Management (EVM)
- Look-ahead schedules (2–6 weeks)

Deliverables:

- Updated Schedule Reports
 - Variance Analysis Reports
-

8. Change Management

Control schedule changes systematically.

Key Activities:

- Identify impacts of scope changes
- Perform time impact analysis (TIA)
- Submit change requests
- Obtain approvals before implementation

Deliverables:

- Change Log
 - Approved Schedule Revisions
-

9. Recovery Planning (If Delays Occur)

Develop strategies to bring the project back on track.

Key Activities:

- Identify delay causes
- Evaluate acceleration options:
 - Crashing (adding resources)
 - Fast-tracking (overlapping tasks)
- Re-sequence activities if needed

Deliverables:

- Recovery Schedule

- Acceleration Plan
-

10. Reporting & Communication

Ensure transparent communication with stakeholders.

Key Activities:

- Prepare weekly/monthly reports
- Highlight risks and delays
- Provide executive summaries for clients

Typical Reports:

- Progress dashboards
 - Milestone status reports
 - Look-ahead schedules
-

11. Project Closeout & Lessons Learned

Capture insights for future projects.

Key Activities:

- Compare planned vs actual schedule performance
- Document delays and root causes
- Identify best practices and improvements

Deliverables:

- Final Schedule Report
 - Lessons Learned Register
-

QUALITY ASSURANCE & QUALITY CONTROL (QA/QC) MANAGEMENT PROCESS

1. Purpose

Establish a systematic approach to ensure all construction activities meet:

- Contract requirements
 - Applicable codes and standards
 - Client expectations
 - Safety and performance criteria
-

2. Key Definitions

- **Quality Assurance (QA):** Proactive processes to prevent defects (process-focused)
 - **Quality Control (QC):** Reactive inspections/testing to identify defects (product-focused)
-

3. Organizational Structure

Roles & Responsibilities

- **QA/QC Manager**
 - Develops and enforces the QA/QC plan
 - Interfaces with client and regulatory bodies
 - **Project Manager**
 - Ensures implementation of QA/QC procedures
 - **Site Engineers**
 - Execute inspections and maintain documentation
 - **Inspectors**
 - Perform daily QC checks
 - **Document Controller**
 - Maintains records and logs
-

4. Pre-Construction Phase (QA Focus)

4.1 Quality Management Plan (QMP) Development

- Define:
 - Quality objectives
 - Applicable codes (ASTM, ISO, local regulations)
 - Inspection & Test Plans (ITPs)
 - Acceptance criteria
- Establish:
 - KPIs (defect rate, rework percentage, inspection pass rate)

4.2 Design Review & Verification

- Conduct multidisciplinary reviews:
 - Structural
 - Architectural
 - MEP
- Identify:
 - Conflicts (clash detection)
 - Constructability issues
- Issue **Design Review Reports**

4.3 Submittal & Material Approval

- Review:
 - Shop drawings
 - Material data sheets
 - Samples
- Maintain **Submittal Register**
- Ensure compliance with specifications

4.4 Vendor & Subcontractor Qualification

- Prequalify based on:
 - Past performance
 - Certifications
 - QA systems
 - Conduct audits if required
-

5. Construction Phase (QA + QC Execution)

5.1 Inspection & Test Plan (ITP) Implementation

Each activity must include:

- Hold Points (client approval required)
 - Witness Points (optional client observation)
 - Inspection frequency
 - Acceptance criteria
-

5.2 Incoming Material Inspection (QC)

- Verify:
 - Quantity
 - Certification (mill certs, compliance docs)
 - Physical condition
 - Reject non-compliant materials
 - Maintain **Material Inspection Reports (MIRs)**
-

5.3 Work-in-Progress Inspections (QC)

Typical inspections include:

- Excavation and compaction
- Reinforcement placement
- Formwork alignment
- Concrete pouring
- MEP installations

Use:

- Checklists
 - Approved drawings
 - Method statements
-

5.4 Testing & Verification

- Coordinate laboratory and field tests:
 - Concrete slump & strength tests
 - Soil compaction tests
 - Weld inspections (NDT)
 - Track via **Test Logs**
-

5.5 Non-Conformance Management

Process

1. Identify issue
2. Issue **Non-Conformance Report (NCR)**
3. Root cause analysis
4. Implement corrective action
5. Verify closure

Common Causes

- Poor workmanship
 - Incorrect materials
 - Design deviations
-

5.6 Corrective & Preventive Actions (CAPA)

- Corrective: Fix existing defects
- Preventive: Avoid recurrence

Track:

- Trends
 - Repeated issues
-

5.7 Daily & Weekly Quality Reporting

- Daily:
 - Inspections performed
 - Issues identified
- Weekly:
 - KPI tracking

- NCR status
 - Testing summaries
-

6. Documentation & Control (QA Core Function)

6.1 Document Control System

Maintain:

- Drawings (latest revisions)
- Specifications
- RFIs
- Submittals

Ensure:

- Version control
 - Accessibility
-

6.2 Quality Records

- Inspection reports
- Test results
- NCR logs
- Material approvals

All records must be:

- Traceable
 - Auditable
-

7. Audits & Continuous Improvement

7.1 Internal Audits

- Scheduled monthly or quarterly
- Verify compliance with QMP

7.2 External Audits

- Client audits
- Regulatory inspections

7.3 Lessons Learned

- Conduct post-project reviews
 - Document:
 - Successes
 - Failures
 - Improvements
-

8. Pre-Commissioning & Handover

8.1 Final Inspections

- Snag/Punch list preparation
- System testing

8.2 As-Built Documentation

- Updated drawings
- O&M manuals

8.3 Handover Package

Include:

- Warranties
 - Test certificates
 - Compliance documents
-

9. Digital Tools & Systems

Recommended tools:

- Procore / Autodesk Construction Cloud
 - BIM for clash detection
 - Mobile inspection apps
-

10. Key Performance Indicators (KPIs)

- First-time pass rate
 - Number of NCRs
 - Rework cost (%)
 - Inspection closure time
 - Client satisfaction
-

11. Best Practices

- Implement “**Right First Time**” culture
 - Standardize inspection checklists
 - Train field staff regularly
 - Use real-time reporting tools
 - Integrate QA/QC with schedule & cost control
-

Summary

A strong QA/QC system in construction consulting is built on:

- **Planning (QA)** → Prevent defects
 - **Execution (QC)** → Detect and correct defects
 - **Feedback loops** → Continuous improvement
-

1. Reporting Framework Setup

1.1 Define Reporting Objectives

- Track project performance (cost, schedule, quality, risk)
- Provide early warning of issues
- Support executive decision-making
- Maintain contractual and regulatory compliance

1.2 Identify Stakeholders & Reporting Needs

- **Owner/Client** → High-level dashboards, risks, financials
- **Internal Management** → Detailed performance metrics
- **Contractors/Subcontractors** → Operational progress feedback
- **Regulatory Bodies** → Compliance reporting

1.3 Establish Reporting Frequency

- Daily (site reports)
 - Weekly (progress reports)
 - Monthly (executive reports)
 - Ad hoc (critical issues, change events)
-

2. Data Collection Process

2.1 Field Data Collection

- Daily site logs (labor, equipment, weather)
- Work completed vs planned
- Safety incidents and observations
- Material deliveries and usage

2.2 Cost Data Collection

- Actual costs incurred
- Committed costs (contracts, POs)
- Change orders and pending variations
- Forecasted final cost

2.3 Schedule Data Collection

- Updated schedules from contractors
- Milestone progress tracking
- Delays and recovery plans

2.4 Quality & Risk Data

- Inspection results
 - Non-conformance reports (NCRs)
 - Risk register updates
 - Issue logs
-

3. Data Validation & Consolidation

3.1 Data Verification

- Cross-check contractor reports vs site observations
- Validate quantities and percent complete
- Ensure consistency between cost and schedule data

3.2 Data Standardization

- Use consistent formats/templates
- Align reporting units (e.g., %, \$, days)

3.3 Centralized Data Management

- Store in project management system (e.g., Procore, Primavera, Excel dashboards)
 - Maintain version control
-

4. Performance Analysis

4.1 Schedule Performance

- Planned vs Actual progress
- Critical path analysis
- Look-ahead schedule review (2–6 weeks)

4.2 Cost Performance

- Budget vs Actual vs Forecast
- Cost variance (CV)
- Estimate at Completion (EAC)

4.3 Key Metrics (KPIs)

- Schedule Performance Index (SPI)
- Cost Performance Index (CPI)
- Productivity rates
- Safety metrics (TRIR, incidents)

4.4 Risk & Issue Analysis

- Identify high-impact risks
 - Track mitigation actions
 - Escalate critical issues
-

5. Report Preparation

5.1 Daily Report (Field-Level)

- Work performed
- Labor/equipment
- Weather conditions
- Issues encountered

5.2 Weekly Progress Report

- Progress summary (by trade/activity)
- 2–3 week lookahead
- Key issues and constraints
- Safety and quality updates

5.3 Monthly Executive Report

- Project overview dashboard
- Cost & schedule status
- Major risks and changes
- Key decisions required

5.4 Dashboard & Visualization

- Use charts, graphs, and heat maps
 - Highlight exceptions (red/yellow/green status)
 - Keep executive summaries concise
-

6. Review & Approval Process

6.1 Internal Review

- Project manager reviews all reports
- Cross-functional validation (cost, schedule, QA/QC)

6.2 Client Review

- Present findings in meetings
- Address questions and clarifications

6.3 Approval & Finalization

- Issue final version after feedback
 - Maintain record of approved reports
-

7. Distribution & Communication

7.1 Report Distribution

- Email or project management platform
- Controlled access for sensitive data

7.2 Meetings & Presentations

- Weekly progress meetings
- Monthly executive briefings

7.3 Escalation Protocol

- Immediate reporting of critical issues
 - Defined escalation hierarchy
-

8. Documentation & Record Keeping

8.1 Report Archiving

- Store all reports systematically
- Maintain audit trail

8.2 Lessons Learned

- Capture recurring issues
 - Improve future reporting processes
-

9. Continuous Improvement

9.1 Feedback Collection

- Gather input from clients and internal teams

9.2 Process Optimization

- Automate reporting where possible
- Improve templates and KPIs

9.3 Technology Integration

- Use tools like:
 - Procore
 - Primavera P6
 - Power BI dashboards
-

10. Standard Report Structure (Best Practice)

Every major report should include:

1. Executive Summary
2. Health Dashboard (RAG Status)
3. Schedule Overview
4. Cost Overview
5. Risks & Issues
6. Safety & Quality
7. Key Decisions Required
8. Appendices (detailed data)

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Exalt Project Management LLC

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Alun Thomas

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7
Suave Pereira

Name of signatory



Signature

06/07/2026

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



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

Addendum No. 1

City of Rollingwood, Texas

City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

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

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

The City of Rollingwood (the “City”) issues this Addendum No. 1 to the Request for Qualifications (RFQ) for Owner’s Representative Services associated with the City Hall Improvements Project. This addendum has been prepared by City staff to address questions and requests for clarification raised by prospective respondents during the In-Person Pre-Bid Conference held on Friday, May 29, 2026, at 2:00 p.m., as well as other enquiries received by the City, such as during the tour of the City Hall facilities held immediately following the In-Person Pre-Bid Conference.

The City is committed to conducting a fair, transparent, and competitive procurement process. To ensure all interested firms have access to the same information, this addendum provides responses, clarifications, and supplemental information intended to further define the City’s expectations regarding the scope of services, project objectives, and procurement requirements. Respondents should carefully review all information contained herein and incorporate any applicable revisions into their Statements of Qualifications.

The selected Owner’s Representative will serve as the City’s trusted advisor throughout the City Hall Improvements Project, providing strategic guidance, project oversight, and coordination during planning, design, procurement, and construction activities. The City seeks a highly qualified firm with demonstrated experience managing public-sector capital improvement projects and delivering successful outcomes on behalf of municipal clients.

Except as expressly modified by this Addendum No. 1, all provisions, requirements, deadlines, and conditions of the original RFQ remain unchanged and in full force and effect. This addendum shall be considered part of the RFQ and **must be acknowledged by all respondents in their submissions.**

Below are the questions asked during the In-Person Pre-Bid Conference, along with the City’s responses:

- Q1.** Is the project intended to attain LEED certification or another environmental certification?
- A1.** The City of Rollingwood has not made a determination on this matter. The selected Owner’s Representative can make a recommendation regarding environmental certifications to the City Council as needed.
- Q2.** Does the City have an existing study or studies regarding the needs for the facility?
- A2.** No formal needs assessment has been performed. However, the City of Rollingwood has a preliminary needs assessment that was drafted by City staff in partnership with Travis County Emergency Services District No. 9 (Westlake Fire Department), which is included as Appendix “A” to this Addendum. That needs assessment may contain errors and omissions, so should be closely reviewed by the selected Owner’s Representative early in the project.
- Q3.** Does the City intend to refurbish the existing building, build a new building, or some combination of the two?
- A3.** The City of Rollingwood has not made a determination on this matter. The selected Owner’s Representative shall be required to make a recommendation on this to the City Council.

- Q4.** Will the selected Owner's Representative be required to help with finding a space for the relocation of City staff?
- A4.** The City of Rollingwood intends to handle relocation of staff itself. However, the selected Owner's Representative shall be required to coordinate timing of staff relocation with the City, and recommendations for temporary workspace for staff will be considered.
- Q5.** Is there a time frame for the full completion of the City Hall Improvements Project?
- A5.** At this time, the City of Rollingwood has not committed to a timeline for the project. The selected Owner's Representative shall be required to make a recommendation on the project's timeline to the City Council, and to hold the project to the timeline chosen and approved by the City Council.
- Q6.** Should the City Hall Improvements Project exceed its budget, would the City get another bond to finance the difference?
- A6.** As a municipal government, the City of Rollingwood is a steward of taxpayers' money. As such, the City intends to stay at or below the budget approved by City Council, and the selected Owner's Representative shall be required to ensure that the budget is strictly adhered to. Should, at any time, the budget appear to be unrealistic in the professional opinion of the selected Owner's Representative, the selected Owner's Representative shall immediately inform the City so that the City Council can consider the matter.
- Q7.** On Page 6, 3a of the RFQ, responding firms are asked to 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. What did the City mean by this?
- A7.** The City always seeks to have well-qualified people working on its behalf; a highly qualified firm is important, but the City needs assurances that the firm selected to be the Owner's Representative will have highly qualified people performing work for this City on this project.
Respondents are asked to detail who will be working on the project on the firm's behalf and what their individual role(s) will be. For each person, explain their qualifications, experience, education, professional licenses or certifications, memberships in professional organizations, how long they have worked for the firm, and how much of their time they will dedicate to completing the project.
- Q8.** Has the City of Rollingwood ever used an Owner's Representative before?
- A8.** The City's current staff and City Council have not previously used an Owner's Representative for building construction or rehabilitation.

Q9. When will a decision be made to select an Owner's Representative?

A9. It is expected that the City Council will approve the ranking of firms by qualification at its regular meeting on June 17, 2026. Following that, the City will enter into contract negotiations with the most qualified firm, as is typical for an RFQ process. Should an agreement not be made with the most qualified firm, the City will move to the second most qualified firm and begin negotiations. As needed, this process will continue down the rankings, but at no time will the City move back up the list if contract negotiations have failed.

Q10. Will the City Council interview the responding firms?

A10. The City of Rollingwood has not made a determination on this matter, although interviews may take place if requested or directed by the City Council.

Q11. What delivery method (such as Construction Manager at Risk) does the City intend to use?

A11. The City of Rollingwood has not made a determination on this matter. The selected Owner's Representative shall be required to make a recommendation on the project delivery method to the City Council.

Remainder of this page intentionally left blank

Appendix "A" to Addendum No. 1 to the Request for Qualifications (RFQ) for Owner's Representative Services Associated with the City Hall Improvements Project

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
Shared: All	Public	Entry/Lobby for visitors	160	1			Varies	Entry/Waiting area for visitors to City hall/Fire Department, water fountains	Receptionist/Utility Billing /Court/PD/FD Admin Assistant. Public Restrooms	Public Facing Windows for Admin/PD/FD
Shared: All	Public	Public Restrooms	112	2	8	7	1	Two private bathrooms	Lobby	Two Unisex
Shared: All	Semi Private	Council Chambers	961	1	31	31	11-15 Staff/ Council, 50 Public	Council Meetings, Board and Commission Meetings, Larger meeting space than conference room.	Conference Room for Executive Session	Should have barrier between Council Chambers and any offices to allow daytime meetings that don't interfere with work.
Shared: All	Semi Private	Kitchen/Break Room	160	1			8 people when tables in use.	Kitchen, add stove and a few tables/chairs.	Near enough to all departments	
Shared: All	Semi Private	IT Room	90	1	9	10	0	Large enough for PD/Admin IT Needs. Must lock.	Near necessary departments (Will need to consult with IT)	
Shared: All	Semi Private	Utility Room	100	1	10	10	0	May be in garage or city hall, hold cleaning supplies and paper towels, etc. Washer and Dryer for police and PW uniforms		
Shared: All	Private	Staff Restrooms	168	3	8	7	1	Three private bathrooms	Near enough to all departments or may need additional restrooms in separate location.	Three Unisex
Shared: All	Private	Large Multipurpose Conference/Training/Briefing Room	180	1	10	18	Up to 10	Staff meetings/ briefings, Executive Session	Council Chambers	Willing to Share with FD/PD, to hold approx. 10 people
Shared: All	Private	Staff Locker Room	200	1	10	20	3-4	Shared room of lockers adjacent to 2 separate locking showers. Lockers: 4 PW, 10 PD, 12 Fire Department	Closest to departments that would use it most (PW/FD/PD)	Note: Often FD lockers are included in FD sleeping quarters so may not need space here- if not, this room can be downsized
Shared: All	Private	Staff Shower Facilities	108	2	9	6	1	Two individual locking shower rooms with bench.	Staff locker room.	
Shared: All	Semi-Private	Electrical/Communications	96	0	8	12	0	Shared with entire building. House communications, ATS, MDP, and electrical equipment	Centrally located. Could be on 2nd floor mezzanine	Dedicated cooling, server, data, and phone panels on opposite walls with UPS in the middle
Shared: All	Apparatus	Fire Sprinkler Riser	25	0	5	5	0	Shared with entire building. Sprinkler riser.	Apparatus Bay	On exterior wall with door
Shared: All	Mechanical	Mechanical Platform	208	0	8	26	0	Shared with entire building. Space for indoor AHU's EWH's, other equipment.	Stairwell	
Shared: All	Private	Weight/Exercise Room	320	1	16	20	0	Workout room shared with all staff	Locker Rooms (if possible)	
Total Square Footage			2,888							

Admin	Semi Private	Court Clerk Office/Work Station	100		10	10	1 + 2 Visitors	Court Clerk Office, Storage and Ability to talk to the public.		Public Facing Window
Admin	Semi Private	Assistant to City Administrator/ Receptionist Work Station	80		10	8	1	Receive Lobby Visitors	City Administrator	Public Facing Window
Admin	Semi Private	Utility Billing Office/Work Station	100		10	10	1	Ability to talk to the public, semi private space for billing.	City Administrator/ Finance Director	Public Facing Window
Admin	Semi Private	Resident Computer/Work Station	56		8	7	1 when needed	Computer for residents to view plans.	Development Services Manager	Semi Public for Supervision

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
Admin	Private	City Administrator Office	170	1	10	17	1 + 4 Visitors	Office + small conference table, Similar to current office setup.	City Secretary's Office/Finance Director	With Small Conference Table
Admin	Private	City Secretary Office	120	1	10	12	1 + 2 Visitors	Office, similar to current office setup.	City Administrator's Office/ Finance Director	Room for small filing cabinets
Admin	Private	Finance Director Office	120	1	10	12	1 + 2 Visitors	Office, private space for talking to employees about payroll or benefits.	City Administrator/City Secretary	Room for small filing cabinets - Current Office is 130 SF
Admin	Private	Development Services Manager Office	120	1	10	12	1 + 2 Visitors	Office, room for 1-2 members of public to discuss development plans.	Administrative Offices/Resident Computer	
Admin	Private	Elected Official Office	120	1	10	12	1 + 2 Visitors	For elected officials to have a private work/ meeting space.	City Administrator's Office	
Admin	Private	Extra Office	120	1	10	12	1 + 2 Visitors	Possible future expansion in development/engineering	Development Services office	
Admin	Private	Large Storage Room for Supplies/Files + Document Workroom	120	1	10	12	0	Office supply storage similar to current setup	Receptionist/ Administrative staff	May be combined with Historical Document Storage Room if enlarged. Store Copier, postage machine, etc.
Admin	Private	Historical Document Storage Room	100	1	10	10	0	Area for historical documents (Ordinances, minutes, misc. historical files)	City Secretary	May be combined with Supply/File Room if enlarged.
Total Square Footage			1,326							

PD	Semi-Private	PD Receptionist Work Station	64		8	8	1 + 2 Visitors	PD Admin Assistant work station	Chief, Senior Corporal and Other Offices	Public Facing Window
PD	Private	Staff Restrooms	112	2	8	7	2	Two private bathrooms	PD Area, FD sleeping Rooms.	Two Unisex; could share with FD. Could also possibly be removed if the staff locker/shower room has private restrooms.
PD	Private	Police Chief Office	195	1	15	13	1 + 4 Visitors	Chief's Office and small conference table, Similar to current office setup.	Patrol Work stations	With Small Conference Table
PD	Private	Command Office (Senior Corporal)	120	1	10	12	1	Office for Senior Corporal (second in command)	Patrol Work stations	Room for small filing cabinets
PD	Private	Coporals Office	170	1	10	17	2	Shared office for two corporals	Patrol Work stations	Room for small filing cabinets - Current Office is 130 SF
PD	Private	Patrol Work Station room	500	1	20	25	0	Shared work stations for officers, will hold up to 4 at a time	Chief, Senior Corporal and Other Offices	
PD	Private	Large Storage Room for Supplies/Files + Document Workroom	120	1	10	12	0	Office supply storage and workroom	PD Admin Assistant, PD Offices	May be combined with Shared use storage and workroom if located nearby
PD	Private	Records room	100	1	10	10	0	Area for record storage	Patrol Work Stations	
PD	Private	Interview Room	100	1	10	10	3	Interview room		Private entrance to this room (Not through public lobby)
PD	Private	Internal Storage	122	1	9	13.5	0	Uniforms, gun locker, equipment		
PD	Private	Evidence Processing Room	64	1	8	8	0	Processing evidence before storage		Can be entry to locking evidence storage room, has table for evidence processing.
PD	Private	Evidence Room	120	1	10	12	0	Locking evidence room		Must have separate ventilation system

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)		Occupants	Function	Adjacency	Special Requirements/Notes
PD	Private	Large unconditioned storage area	120	1	10	12	0	Locking cage for Bikes, other equipment, large items		Willing to share with PW
Total Square Footage			1,907							

PW	Private	Public Works Director Office	120	1	10	12	1 + 2 or 3 Visitors	Public Works Director Office with room for 2-3 operators or visitors to meet.	Close to Admin Staff if practical	
PW	Private	Public Works Department Office	120	1	10	12	3	Space for three operators to leave belongings, log in to computer to check emails, write reports.	Public Works Director Office	
PW	Private	Public Works Garage/Indoor storage for tools		1				Indoor storage for tools/ working on equipment/vehicles		
PW	Private (Outdoor)	Public Works Yard	700	1	70	100		Outdoor yard for storage of large equipment/ materials		
Total Square Footage			940							

FD	Semi-Private	Day Room/Kitchen/Dining/pantry	756	1	27	28	4	Kitchen, eating area, food storage, entertainment, gathering space	Main Corridor, patio	3 pantries, fridge, high-end residential range and hood with suppression, preparation space, seating for 4, built-in wall storage, cable outlet, ceiling fans
FD	Semi-Private	Utility Room	80	1	8	10	1	Personal and Bedding, Laundry and General Cleaning Storage	Main Corridor	Washer/dryer, mop sink, built in storage/counter, small handwash sink, ice machine, adjustable shelves.
FD	Semi-Private	Watch Office	100	1	10	10	2	Shared report writing office space	Apparatus Bay, Lobby	Wrap around desk, upper shelving, data, phone, computers, office chairs
FD	Private	Two-person sleeping room	286	2	11	13	2	Beds and lockers for 2 male or female firefighters - beds and lockers are per room - total 4 beds, 12 lockers - 2 beds and 6 lockers in each room	Bathrooms	2 beds, 6 lockers, data
FD	Apparatus	Apparatus Bays (stacked)	900	1	20	45	Varies	Storage for Apparatus (33' Engine)	Support Spaces	Access from air locks, exhaust fans, electric heat. 3' walking aisle on either side of 14' wide truck bay
FD	Apparatus	Decontamination shower room	81	1	9	9	1	Dedicated decontamination shower room	Apparatus Bay	
FD	Apparatus	EMS Storage	36	1	6	6	1	EMS Storage space	Apparatus Bay	Adjustable shelving, ice machine?
FD	Apparatus	Bunker Room (12 lockers + Extractor)	171	1	9	19	12	Gear storage for 3 shifts of 12 firefighters. Includes Extractor and Washer and dryer as well as shelves.	Stairwell	Dedicated cooling & Dehumidification, 24" x 24" gear lockers, gear shelving, LED lighting
Total Square Footage			2,410							

Shared All	2,888
Admin	1,326
Police Department	1,907
Public Works	940
Fire Department	2,410
Total Square Footage	9,471

Department	Public, Semi-Private, Private or Parking	Program Need	Floor Area (sq. ft.)	# of Rooms	Approximate Dimensions (ft.)	Occupants	Function	Adjacency	Special Requirements/Notes
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Fire Department Items Removed Per Chief Wilson

FD	Public	Treatment Alcove (Removed Per Chief Wilson)		0	5	6	1	May not be desired. Treatment/triage room for walk-in patients.	Lobby	Millwork
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Fire Department Items Moved to "Shared: All" Section

Shared: All	Public	Entry/Lobby		0	8	10	Varies	May not be necessary if shared with building lobby. Reception/Checkpoint for public.	Public Restroom	
Shared: All	Public	Public Restrooms		0	6	8	1	May not be necessary if shared with building lobby. Handicap accessible restrooms.	Lobby	ADA Compliant, Unisex
Shared: All	Semi-Private	Electrical/Communications	96	0	8	12	0	Shared with entire building. House communications, ATS, MDP, and electrical equipment	Centrally located. Could be on 2nd floor mezzanine	Dedicated cooling, server, data, and phone panels on opposite walls with UPS in the middle
Shared: All	Apparatus	Fire Sprinkler Riser	25	0	5	5	0	Shared with entire building. Sprinkler riser.	Apparatus Bay	On exterior wall with door
Shared: All	Mechanical	Mechanical Platform	208	0	8	26	0	Shared with entire building. Space for indoor AHU's EWH's, other equipment.	Stairwell	

Note: If the PD/Admin/FD facilities are not located in close proximity, some of these may need to come back into the equation (entry/lobby, restrooms, etc.)

Fire Department Requests Covered by other Items

FD	Private	Private Bathroom		0	7	11	1	Shared with PD Locker rooms. Shower Room for personnel.	Sleeping Rooms	Shower, vanity, toilet, ADA
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Relevant Client Experience and References

Exalt Project Management, LLC currently provides or has recently provided Owner's Representative and Construction Project Management services for the following clients. These projects demonstrate our experience managing public-sector capital improvement projects, coordinating stakeholders, overseeing consultants and contractors, and protecting the Owner's interests throughout project delivery.

Client 1

Agency: General Land Office State of Texas

Project: Alamo Plan

Project Manager: Tim Weldon, Director of Construction

Phone Number: 956 – 624 - 9645

Project Value: \$885,000,000

Description of Services Provided:

Exalt Project Management served as the Owner's Representative for the planning, design, procurement, and construction phases of the project. Responsibilities included budget management, schedule oversight, design review coordination, pay application review, change order management, contractor coordination, project reporting, and project closeout.

Client 2

Agency: University of Texas Marine Science Institute

Project: JOC Misc. Repairs

Project Manager: Britnee Muiz

Phone Number: 956-530-6224

Project Value: \$33,500,000

Description of Services Provided:

Provided comprehensive Owner's Representative services including consultant procurement assistance, design phase management, construction administration oversight, quality assurance reviews, cost control, risk management, and coordination with local government stakeholders.

Client 3

Agency: City of Lockhart

Project: City Wide Renovations

Project Manager: Howard Brigham, Secretary

Phone Number: 516-903-9784

Project Value: \$7,340,500

Description of Services Provided:

Managed project planning and execution on behalf of the Owner, including monitoring design progress, reviewing contractor invoices, evaluating change orders, facilitating project meetings, tracking project budgets, and ensuring compliance with project objectives.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

Certificate Number:
2026-1473493

Date Filed:
06/07/2026

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Exalt Project Management LLC
Selma, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Rollingwood

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RFQ – Owner’s Representative
The City of Rollingwood is soliciting responses in providing owner’s representative services for the improvement of municipal buildings and facilities.

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is Suave Pereira, and my date of birth is 10/21/1993.

My address is 8416 aries, Selma, TX, 78154, USA
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Bexar County, State of TX, on the 7 day of June, 2026.
(month) (year)



Signature of authorized agent of contracting business entity
(Declarant)



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

City of Rollingwood, Texas

City of Rollingwood

403 Nixon Drive

Rollingwood, TX 78746

RFQ Release Date – Friday, May 8, 2026

In-Person Pre-Bid Conference Date – Friday, May 29, 2026 at 2:00 p.m.

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

RFQ Contents

Overview 2

Background 2

Scope of Services 3

Insurance Requirements 5

Response Content 6

Response Submittal 8

Review and Selection Procedure 8

Overview

The City of Rollingwood (the “City” and the “Owner”) is soliciting responses from firms with professional qualifications and experience in providing owner’s representative services for the improvement or replacement of municipal buildings and facilities. Statements of qualifications will be accepted from individuals, firms, or groups of firms who can demonstrate they have the resources, experience, and qualifications to provide such owner’s representative services. It is the City’s intent to obtain owner’s representative services to act on behalf of the City of Rollingwood in all activities associated with the improvement, remodeling, or replacement of the City’s municipal building located at 403 Nixon Drive, Rollingwood, Texas (the “Project”).

The successful firm will provide a single person who will serve as the City’s principal point of contact. The span of services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm selected. Sub-contractors to the successful firm may provide services to the City only with approval of the City Council.

For the purpose of this Request for Qualifications (“RFQ”), the term “Owner's Representative” will be used hereafter to refer to the successful firm.

The purpose of the RFQ is to enter into a master services agreement for project management (“PM”) services with the most qualified respondent. Project management on the Project will be task order driven based upon the demands of the project.

Background

The City of Rollingwood is located directly adjacent to the city limits of Austin and West Lake Hills and is in close proximity to downtown Austin and the University of Texas. Incorporated in 1955, the City has the warmth and charm of a small town neighborhood. Large, sprawling lots with rolling topography and live oaks aplenty add to its attraction. Contributing to Rollingwood’s outstanding quality of life are the City’s low crime rate, superior school district, and desirable location.

The City of Rollingwood has a population of approximately 1,500 people. It is a Type A, General Law City with a Mayor-Council form of government. The City Council consists of the Mayor and five

Councilmembers elected at-large to staggered, two-year terms. Annually, the City Council selects one of its members to serve as Mayor Pro Tempore.

In partnership with Travis County Emergency Services District No. 9 (the “ESD”), which operates the Westlake Fire Department, the City intends to improve its municipal building. The improvements will include facilities for use as a fire station by the Westlake Fire Department. Currently, the City has authorized \$2.5 million, and Travis County Emergency Services District No. 9 has authorized \$1.5 million, resulting in a total cost for the Project of no more than \$4 million.

Scope of Services

Through this RFQ, the City is requesting Respondents to provide qualifications for professional PM services for the planning, design, construction, and closeout of the Project. Firms with experience in PM services for public infrastructure and similar facilities are requested to respond to this RFQ. Respondents are required to submit their own specific project approach and tasks, which shall include, but will not be limited to, the following:

1. The Owner's Representative shall serve as an agent and representative of the City. The primary objective of this RFQ is to ensure that the completed Project shall meet the needs of the City and of the ESD and is accomplished on time and within budget. The successful Respondent will demonstrate a highly qualified ability to accomplish the objectives of this RFQ.
2. The successful Respondent will be highly skilled and experienced in managing projects similar to the Project listed. Services shall include all general leadership and management functions required of a project manager including but not limited to: recommendations for and development of the scope of work, preparing and managing Requests for Proposals (RFPs) in accordance with governmental purchasing requirements, recommendations for project delivery, procurement of necessary goods and services, tracking budgets, providing cash-flow projections to administration as required, preparing cost estimates, validating construction cost/cost of work, developing and monitoring schedules, overseeing quality of all aspects of the project, communication with the project team including making regular presentations to City Council, thorough documentation, and the ability to provide services, including, but not limited to:
 - a. Pre-Construction Phase
 - i. Establish and maintain communication protocol between the Owner's Representative and the City as Owner.
 - ii. Assist in defining the Project’s needs, refining the current needs assessment document, and assist with deciding on a project delivery method such as design-bid-build or Construction Manager at Risk.
 - iii. Assist in developing Request for Qualifications ("RFQ") documents for the procurement of the Architect for the Project.
 - iv. Assist in selection/evaluation of the Architect.
 - v. Assist in developing Request for Proposal ("RFP") documents for the procurement of the General Contractor, and if appropriate, the CM At Risk for the Project.

- vi. Assist in selection/evaluation of the General Contractor and, if appropriate, the CM at Risk.
- vii. With input from the City, create the milestone schedule for overall Project design and construction.
- viii. Manage coordination and correspondence between all parties, including, but not limited to, the City as Owner, Architect, and General Contractor.
- ix. Review design documents, drawings and specifications for constructability, cost-effectiveness, scheduling, consistency, and coordination.
- x. Give guidance regarding design aesthetics in coordination with the architect, to ensure cost effective outcomes.
- xi. Monitor and maintain all parties’ efforts for conformance to schedule and budget.
- xii. Notify Owner of design and budget concerns throughout design process.
- xiii. Develop detailed cost estimates at various phases of design, as necessary.
- xiv. Assist in the development of value engineering options as required.
- xv. Assist in the development of contract negotiation process and aid in review, approval or disapproval of General Contractor numbers, or CM at Risk’s guaranteed maximum price.
- xvi. Assist in the preparation of Contract Documents for all contractors, to be reviewed and approved by the City’s legal counsel.
- xvii. Facilitate preconstruction conference(s), preparing and maintaining minutes from such conference(s).
- xviii. Coordinate with local utilities, cities, entities, etc. on Owner's behalf.

b. Construction Phase

- i. Establish and maintain communication protocol between the City as Owner, Architect, and General Contractor/CM At Risk.
- ii. Monitor the overall budget and schedule and advise the Owner of any trends that affect the timely procedures and cost-effective completion of the Project.
- iii. Maintain thorough knowledge of the plans and specifications.
- iv. Personally observe major assemblies placed in the construction for general compliance with the contract documents, supplemental instructions from the Architect, and support the quality assurance efforts of the Inspector(s).
- v. Coordinate construction logistics between the Architect, General Contractor/CM At Risk and the Owner.
- vi. Review General Contractor/CM At Risk's schedule of values/cost breakdown and construction schedule and recommend approval/changes and disapproval.
- vii. Attend, arrange and conduct a variety of meetings, as requested by the Owner.
- viii. Perform quality surveys, review and verify the contractor's monthly application for progress payments.
- ix. Review and analyze proposed change orders and make recommendations to Owner.
- x. Assess and evaluate pricing on all change order requests, taking the lead in negotiating fair and equitable resolutions and managing schedule impacts.

- x. Review requests for information ("RFI") and Architect's supplemental instructions ("ASI"). Track submittals as required through completion of the process.
 - xi. Generate weekly site visit reports describing general events, noting problems and unusual events.
 - xii. Take appropriate photographs that document construction progress and conformity with Contract Documents.
 - xiii. Review and verify General Contractor/CM At Risk's Project record drawings and schedule are updated to reflect all changes and work completed before each monthly progress payment.
 - xiv. Provide and monitor inspections of the construction as follows:
 - 1. Frequently inspect the work for progress, quality, and conformance with the Contract Documents.
 - 2. Coordinate, track, and document all Owner testing.
 - 3. Review special inspection and material testing reports to verify conformance with the Contract Documents.
 - 4. When work is found to be non-conforming, document the deficiencies and promptly provide written notification of the deficiencies to the Architect, Owner, and General Contractor/CM At Risk.
 - 5. Verify that deficiencies have been corrected and/or approved by the applicable party.
 - 6. Issue inspection deficiency list to the Architect, Owner, and General Contractor/CM At Risk. Conduct inspections and track deficiencies through correction.
 - 7. Coordinate preparation of the punch-list and monitor corrective work to successful completion.
 - 8. Coordinate Owner Activities (Occupancy, fixture and equipment procurement, Technology, etc.).
- c. Closeout Phase
- i. Verify all Project Record Documents are provided to the Owner and complete.
 - ii. Verify all O&M Manuals are complete and provided to Owner.
 - iii. Verify all Warranties are submitted and in accordance with Contract Documents.
 - iv. Ensure City staff have received all necessary training for the operation of the new building and systems.
 - v. Maintain a presence and provide support, follow up and track completion on warranty requests.

Insurance Requirements

For the duration of the contract, the service provider must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant’s regular course of business, Automobile Liability insurance with a minimum limit of \$1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas.

Service Provider shall maintain liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by Service Provider.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement being entered into. The cost of such insurance is the service provider's responsibility. Failure to comply could result in non-award of the contract.

Response Content

Responses must adhere to the requirements outlined in this section; the following items are required in each response. Instructions regarding scope and contents are given in this section. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of each response. Facsimile responses will not be accepted. Responses must contain a concise presentation of sufficient length to be complete. The original statement of qualifications and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. **Introduction/Cover Letter**: Provide a cover letter introducing the firm and providing any other pertinent information, including the firm’s approach to providing owner’s representative services.
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. 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.
3. **Project Team and Qualifications**: Provide:
 - 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.
 - 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.)
 - ii. List of personnel experience specifically in the municipal facilities market.
 - iii. Identify the person who will be primarily responsible for contact with the City.
 - 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.
 - b. Provide a brief outline of the firm's staffing and ability to meet the schedule and deadlines described in this RFQ.
 - 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.
 - d. Identify any sub-contractors proposed for the project and list the proposed Project roles and responsibilities for each sub-contractor.
4. Scope of Services: Generally discuss the firm’s approach to accomplishing the “Scope of Services” section above.
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.
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.
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.

Requests for Clarification and Addenda

All questions or requests for clarification regarding this Request for Qualifications (“RFQ”) must be submitted in writing via email to the City Administrator no later than 5:00 p.m. on Friday, May 29, 2026. Questions shall be directed to:

Alun Thomas, City Administrator
City of Rollingwood
Email: athomas@rollingwoodtx.gov

Questions received after the stated deadline may not be considered.

Responses to questions, as well as any revisions, clarifications, or addenda to this RFQ, will be issued by the City in the form of written addenda. Addenda will be distributed to all known recipients of the RFQ and may also be posted on the City’s website, if applicable.

It is the responsibility of each Respondent to ensure that they have received all addenda issued by the City prior to submitting a response. Failure to acknowledge receipt of all addenda may result in the rejection of the response.

Each Respondent shall acknowledge receipt of all addenda in their submitted Statement of Qualifications.

No oral statements, interpretations, or clarifications by City staff or representatives shall be considered binding. Only written addenda issued by the City shall be considered official.

Response Submittal

To be considered, please submit 7 (seven) hard copies and 1 (one) electronic copy, on a USB drive, of your statement of qualifications, addressed and delivered to:

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

The envelope or container must be sealed, and must clearly state: RFQ RESPONSE: Owner's Representative Services for City Hall Improvements.

Responses received after the due date of Monday, June 8, 2026 at 10:00 a.m. will not be considered.

Questions regarding this request for qualifications may be directed to City Administrator Alun Thomas, City of Rollingwood, 403 Nixon Drive, Rollingwood, TX 78746 or by email at: athomas@rollingwoodtx.gov

Review and Selection Procedure

The City Council will evaluate each statement of qualifications and select an Owner's Representative for the Project at a meeting that will be open to the public in compliance with the Texas Open Meetings Act. The City may use a two-step process for the final selection of a qualified consultant:

Step 1: Consists of a Qualifications package submitted by firms interested in being considered. The City may select short-listed firms based on an evaluation of the written materials submitted. Short-listed firms may be asked to submit additional information. The City reserves the right to make a firm selection based on the Qualifications package alone, without interviews.

Step 2: If the City proceeds with interviews, a selection will be made of one finalist following interviews with the short-listed firms. The City may initiate negotiations with the selected consultant to develop a scope of work. If negotiations are unsuccessful, the City may enter into the process with the next highest ranked short-listed firm.

The following evaluation criteria and their respective weights will be used in selecting an Owner's Representative:

Evaluation Criteria	Points
Firm’s experience in the delivery of successful Owner's Representative services to meet the defined scope of work	20

Qualifications of the Project Team	20
Service approach, methodology and response content that addresses the requirements listed in the RFQ	30
Knowledge of local issues in the City of Rollingwood and the surrounding region	10
References: Three (3) required	10
Knowledge of applicable local, state and federal regulations including but not limited to those regarding construction, development, building codes, environmental quality, and drainage.	10

The City of Rollingwood reserves the right to reject any and all responses and to waive any informality in responses received.



QUALITY CONTROL / QUALITY ASSURANCE APPROACH

Exalt Project Management, LLC utilizes a proactive Quality Control/Quality Assurance (QC/QA) program designed to protect the Owner's interests throughout all phases of a project. Our approach emphasizes early issue identification, independent verification, accountability, and continuous monitoring to ensure project objectives related to cost, schedule, quality, and compliance are achieved.

Quality Management Process

Our QC/QA process includes structured reviews, standardized documentation procedures, regular project audits, and independent verification of critical project information. The Owner's Representative serves as the central point for monitoring and coordinating the efforts of the design team, contractors, consultants, and stakeholders to ensure consistency and accuracy throughout the project lifecycle.

Design Review and Document Coordination

During the design phase, our team performs comprehensive reviews of design submissions at key milestones (schematic design, design development, and construction documents) to verify:

- Compliance with project objectives and Owner requirements.
- Coordination among architectural, civil, structural, mechanical, electrical, and plumbing disciplines.
- Constructability and maintainability.
- Compliance with applicable codes, regulations, and local government standards.
- Consistency between specifications, drawings, schedules, and project requirements.

Our team develops review comment logs and tracks all comments through resolution to ensure accountability and proper closure before bidding or construction.

Example: During a municipal facility renovation project, our design review identified conflicts between HVAC ductwork and structural framing that would have resulted in costly field modifications. The issue was resolved during design, preventing construction delays and avoiding potential change orders.

Bid and Procurement Review

Prior to award, Exalt Project Management conducts independent reviews of bid packages, contractor qualifications, bid tabulations, and procurement documentation to verify:

- Completeness of bid documents.
- Accuracy of bid comparisons.
- Compliance with procurement requirements.
- Reasonableness of pricing.
- Identification of potential scope gaps or exclusions.

This process reduces the likelihood of disputes and unforeseen costs during construction.

Construction Quality Assurance

Throughout construction, our team conducts regular site visits and progress evaluations to verify that work is being completed in accordance with approved plans, specifications, contract requirements, and applicable codes.

Our quality assurance activities include:

- Review of contractor quality control procedures.
- Monitoring of testing and inspection reports.
- Verification of material submittals and shop drawings.
- Observation of critical construction activities.
- Tracking and resolution of deficiencies and punch list items.
- Coordination with third-party testing agencies and inspectors.

Any identified issues are documented, assigned, tracked, and monitored through corrective action and final resolution.

Invoice and Pay Application Review

Exalt Project Management performs detailed reviews of contractor and consultant invoices before recommending payment approval. Our review includes:

- Verification of percent complete.
- Confirmation that billed quantities align with completed work.
- Review of stored materials and supporting documentation.
- Validation of consultant billings against contract terms.
- Confirmation that lien releases and required documentation are provided.

Example: During a public infrastructure project, our review identified an overstatement of installed quantities on a contractor pay application. The discrepancy was resolved prior to payment, resulting in immediate cost savings to the Owner and improved invoice controls moving forward.

Change Order Management

All proposed change orders are subjected to a formal review process that evaluates:

- Necessity of the change.
- Cause and responsibility.
- Cost reasonableness.
- Schedule impact.
- Availability of contingency funds.
- Compliance with contract requirements.

Our team independently validates labor, material, equipment, subcontractor costs, and markups before recommending approval.

Example: On a public facility expansion project, a contractor submitted a change order for unforeseen utility conflicts. Through detailed review and negotiations, our team identified scope already included within the base contract and reduced the proposed change order value by more than 25%, resulting in significant savings for the Owner.

Issue Resolution and Risk Management

Our team maintains active issue and risk logs throughout the project to identify, prioritize, and resolve potential concerns before they impact cost, schedule, or quality. Issues are assigned responsible parties, tracked through resolution, and regularly reported to project stakeholders.

Routine project meetings, executive reporting, and progress reviews ensure transparency and provide timely decision-making support for the Owner.

Continuous Monitoring and Reporting

Quality control efforts are supported by standardized reporting tools including:

- Project dashboards.
- Schedule analyses.
- Budget and contingency tracking reports.
- Risk registers.
- Action item logs.
- Change order logs.
- Pay application review reports.
- Design review comment matrices.

These tools provide the Owner with clear visibility into project status and enable informed decisions throughout project delivery.

Through this comprehensive QC/QA approach, Exalt Project Management ensures that project documentation, consultant and contractor performance, financial controls, schedule compliance, and construction quality are continuously monitored and managed in the best interests of the Owner.



SUAVE PEREIRA

SR. Project Manager - Quality Control - SR. Estimator – Risk Management

PROFILE

Results-driven Construction Project Manager with extensive experience in leading high-value construction projects from conception to completion. - Skilled in project estimation, quality control, and team leadership, with a strong focus on delivering projects on time and within budget. - Proven track record in improving operational efficiency and implementing robust project management practices. - Holds key certifications including PMP, OSHA 30, and Primavera P6, demonstrating commitment to professional development and safety standards.

CONTACT

- ☐ (210) 273-6791
- ☐ Suavepereira@gmail.com
- ☐ San Antonio TX. 78154

CERTIFICATIONS

- ☐ **Project Management Professional (PMP)**
Project Management Institute - 2022
- ☐ **OSHA 30**
2017
- ☐ **Microsoft Management Office 365**
Microsoft - 2016
- ☐ **E4 Clicks Estimation Certified**
E4 Clicks - 2019
- ☐ **Construction Quality Control Certified**
U.S. Army Corps of Engineers - 2019
- **Certified Construction Manager (CCM)**
Construction Management Association of America - 2025
- **Certified Associate in Project Management (CAPM)**
Project Management Institute - 2020
- **Primavera P6 Professional**
Primavera - 2015

EDUCATION

Texas State University – San Marcos TX.

2013 - 2015

B.S. Construction Management

NASSAU – Hempstead NY.

2011 - 2013

A.A.S. Civil Engineering

WORK EXPERIENCE

Geronimo Creek WWTP – SR. Project Manager

City of Seguin

May 2024 – May 2026

San Antonio TX / \$61M / Heavy Civil / New Construction

Wilbarger Creek Regional Wastewater Treatment Facility – SR. Project Manager

City of Pflugerville

September 2024 – May 2026

San Antonio TX / \$32M / Heavy Civil / New Construction

Alamo Educational Center – Owner Representative SR. Project Manager

The Alamo

January 2025 – April 2026

San Antonio TX / \$19.7M / New Construction

Offsite Bus Parking – Owner Representative SR. Project Manager

The Alamo

February 2026 – May 2026

San Antonio TX / \$3.8M / Civil Construction

Lower Paseo – Owner Representative SR. Project Manager

The Alamo

February 2025 – May 2026

San Antonio TX / \$15.4M / New Construction

Cenotaph Restoration – Owner Representative SR. Project Manager

The Alamo

February 2025 – August 2025

San Antonio TX / \$2.7M / Artifact Restoration

The Alamo Plaza 2AB – Owner Representative SR. Project Manager

The Alamo

December 2023 – January 2025

San Antonio TX / \$22M / Site New Construction

The Alamo Promenade 2C - Owner Representative SR. Project Manager

The Alamo

January 2025 – September 2025

San Antonio TX / \$9.3M / Site New Construction

The Alamo History Shop – Owner Representative SR. Project Manager

January 2024 – May 2024

San Antonio TX / \$2.3M / Tenant Finish Out

WORK EXPERIENCE - CONTINUED

The Alamo Collection Center – Owner Rep. SR. Project Manager

The Alamo
January 2024 – January 2025
San Antonio TX / \$24.6M / New Construction

Bojangles – General Contractor SR. Project Manager

NNI Construction
January 2023 – October 2023
San Antonio TX / \$5M / New Construction - Restaurant

Crunch Fitness Bandera – General Contractor SR. Project Manager

NNI Construction
January 2023 – November 2023
San Antonio TX / \$8.6M / Tenant Finish Out

Great Northwest Library – General Contractor SR. Project Manager

NNI Construction
January 2023 – December 2023
San Antonio TX / \$5M / Renovations

Hammer & Nails Salon – General Contractor SR. Project Manager

NNI Construction
January 2023 – August 2023
San Antonio TX / \$1.4M / Tenant Finish Out

City Vista Apartments – Owner Representative SR. Project Manager

Vero Sade
October 2022 – January 2023
Houston TX / \$15M / Multifamily (renovations)

Cibolo Common Apartments – Owner Representative SR. Project Manager

Vero Sade
March 2021 – March 2022
San Antonio TX / \$60M / New Construction - Multifamily

Bulverde Oaks Apartments – Owner Representative SR. Project Manager

Vero Sade
February 2021 – September 2023
San Antonio TX / \$76M / New Construction - Multifamily

Galveston County Road & Bridge – General Contractor SR. Project Manager

O'Haver Contractors
January 2020 – September 2021
Corpus Christi TX / \$11.4M / New Construction –Civil

TXDOT McKinney AEM Facility – General Contractor SR. Project Manager

O'Haver Contractors
September 2020 – September 2021
McKinney TX / \$9.5M / New Construction

WORK EXPERIENCE - CONTINUED

TXDOT EL Paso AEM Facility – General Contractor Project Manager

O'Haver Contractors
July 2020 – June 2021
El Paso TX / \$7.5M / New Construction

UT Marine Science Institute JOC – General Contractor Project Manager

Geofill Construction
May 2017 – May 2020
Port Aransas TX / \$20M / New Construction/Renovations/Civil

San Antonio Housing Authority EPC 11 – General Contractor Project Manager

Geofill Construction
January 2020 – January 2021
Houston TX / \$15M / Multifamily (renovations)/LEED

Horace Caldwell Observation Deck – General Contractor Project Manager

Geofill Construction
November 2021 – August 2022
Port Aransas TX / \$2.7M / New Construction / Marine

UT Marine Science Institute Lund House – General Contractor Project Manager

Geofill Construction
March 2018 – March 2019
Port Aransas TX / \$1.9M / New Construction / University

UT Marine Science Institute Beach Street Apartments – General Contractor Project Manager

Geofill Construction
January 2017 – January 2019
Port Aransas TX / \$23.2M / New Construction / University

San Antonio Housing Authority HB Gonzales Apartments – General Contractor Project Manager

Geofill Construction
January 2018 – August 2018
San Antonio TX / \$1.9M / Renovations / Multifamily

Oak Hollow Apartments Fire Bldg. 23 – General Contractor Project Manager

Geofill Construction
May 2016 – October 2017
San Antonio TX / \$1.2M / Renovations / Multifamily

ASID Murchison Middle School – General Contractor Assistant Project Manager

Geofill Construction
June 2016 – September 2016
Austin TX / \$3.8M / Renovations / School

Onion Creek Fire Station – General Contractor Assistant Project Manager

Geofill Construction
May 2015 – February 2016
Austin TX / \$3.2M / New Construction

Issued: 03/31/2026

Policy No.: N9BP381784

Effective Date: 04/01/2026

SECTION II – LIABILITY COVERAGES AND LIMITS OF INSURANCE

Each paid claim for the following coverages reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II – Liability in the Businessowners Coverage form and any attached endorsements.

<u>Coverage</u>	<u>Limits of Insurance</u>
Liability and Medical Expenses - Each Occurrence	\$1,000,000
General Aggregate (Other than Products and Completed Operations)	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Damage To Premises Rented To You	\$50,000
Medical Expenses (Each Person)	\$5,000
Liability Property Damage Deductible	None
Liability Deductible - Bodily Injury	None