



# THE CITY OF ROLLINGWOOD, TEXAS


## OWNER'S REPRESENTATIVE SERVICES | CITY HALL IMPROVEMENTS



June 8, 2026

# VOLKERT





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# 1. COVER LETTER/INTRODUCTION



# 1. INTRODUCTION/COVER LETTER

June 8, 2026

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



7500 Rialto Boulevard  
Building 1, Suite 225  
Austin, TX 78735  
512.782.0251  
www.volkert.com

## RE: CITY OF ROLLINGWOOD, TX | OWNER'S REPRESENTATIVE SERVICES FOR CITY HALL IMPROVEMENTS

Dear Mr. Thomas and Selection Committee,

**Volkert, Inc. (Volkert)** is pleased to submit our qualifications to serve the City of Rollingwood as Owner's Representative and Project Manager. We understand that this assignment requires more than technical oversight—it requires a trusted partner who will protect the City's interests, guide sound decisions, and help deliver a successful project with discipline, transparency, and responsiveness. Our team is prepared to manage the full process from early planning through design, construction, move-in, and warranty coordination so City leadership can remain focused on serving the community.

What distinguishes Volkert is our ability to combine national depth with practical local leadership. For more than 100 years, we have supported public-sector clients in delivering complex capital programs and civic facilities with accountability and care. Our experience spans billions of dollars in improvements across municipal, institutional, educational, and community-focused projects. Just as important, our Central Texas leadership brings direct, relevant experience working with public owners, staff, elected officials, and community stakeholders to move projects forward efficiently while maintaining alignment with public expectations.

Led by James Snow, Senior Project Manager, our team offers the City proven owner-side perspective and strong municipal project leadership in Central Texas. Mr. Snow's experience includes serving as project executive and owner's representative on public projects for the City of Austin, where he worked closely with City staff, Council, and community members to advance the design and construction of libraries, parks, fire stations, and other civic facilities. That background equips our team to anticipate issues early, coordinate stakeholders effectively, and keep projects on track in cost, schedule, and quality.

If selected, Volkert will serve as a direct extension of City staff—providing disciplined oversight of planning, procurement, design review, budgeting, scheduling, contractor coordination, compliance, reporting, and stakeholder communication. Our role is to reduce risk, improve decision-making, and give the City clear, actionable insight at every stage of the project. Because our team is based in Central Texas, we also offer the responsiveness, regional familiarity, and community awareness needed to support a successful outcome from project kickoff through closeout.

We appreciate the opportunity to be considered for this important project. If you would like to further discuss our proposal or have any questions, **please contact James Snow, Senior Project Manager, at 512.745.7259** or via email at **james.snow@volkert.com**. As Senior Vice President, I have contractual authority to represent the firm and can also be contacted directly at 225.252.0172 or via email at jimmy.screen@volkert.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "James P. Screen, III".

James "Jimmy" P. Screen, III  
Senior Vice President

## 2. FIRM DESCRIPTION



## 2. FIRM DESCRIPTION

### 2A. FIRM INFORMATION

Founded in 1925, Volkert (S-Corporation) is a full-service, multidisciplinary planning, engineering, and environmental services firm with a long and successful history of providing support for local, state, and federal governments. Originally founded as Doullut & Ewin, the small company operated out of New Orleans, Louisiana. In 1946, the corporate office was relocated to Mobile, Alabama, and we are now known as Volkert, Inc.

Throughout our 100-year history, we have developed a reputation for technical excellence and attention to service that has earned more than 60 major engineering awards for our clients. **Volkert consistently ranks among the top 1% of engineering firms in the nation. In 2025 ENR named Volkert as Texas and Louisiana Design Firm of the Year.** In the program management sector, Volkert specializes in the following project types:

- Corporate Offices
- K-12
- Higher Education
- Healthcare
- Disaster/Environmental Restoration
- Courthouses
- Justice Centers/Jails
- Parks
- Event/Recreation Centers
- Ports

### 2B. FIRM LOCATION PRINCIPALLY RESPONSIBLE FOR THE PROJECT

Our Austin office will be primarily responsible for your project. The team we have assembled currently has and will maintain the capacity to be available to the City and complete assignments on time and with high quality. The team has successfully managed projects of varying sizes and complexity simultaneously, affording them the necessary experience and flexibility to respond to County needs and complete project tasks in a timely manner. Volkert's solid reputation and steady growth have always been driven by a steadfast commitment to delivering outstanding service on projects large and small. This dedication to delivering within schedule and budget, regardless of the size of project, has been the key to Volkert's success. Our team is ready, willing, and able to get the job done on time, on budget, and with quality.

DISCIPLINE	NUMBER OF PERSONNEL
Administrative	16
Civil Engineers	26
Program Management	3
Construction Managers*	7
CADD/Techs/Draftsmen*	10
Construction Inspector*	22
Land Surveyor*	9

LEGAL NAME: <b>Volkert, Inc.</b>	
HEADQUARTERS (Principal Place of Business): <b>Mobile, Alabama</b>	
YEARS IN BUSINESS: <b>100 Years</b>	
COMPANY TYPE: <b>S-Corporation</b>	
NUMBER OF EMPLOYEES: <b>1,500 Employees</b>	

## 2C. EXPERTISE IN OWNER'S REPRESENTATIVE SERVICES

Volkert brings nearly a century of experience providing comprehensive Owner's Representative services for complex public sector capital projects. Our expertise spans the full project lifecycle—planning, design oversight, procurement, construction administration, and closeout—with a consistent focus on fiscal accountability, schedule adherence, quality assurance, and stakeholder coordination.

As a dedicated advocate for the owner, our team excels at managing multiple entities, facilitating communication among architects, engineers, contractors, and regulatory bodies. We are proficient in developing project-specific management plans, establishing realistic budgets and schedules, and implementing rigorous controls to ensure project goals are met efficiently and transparently.

Our approach emphasizes early risk identification, constructability analysis, and value engineering to optimize project delivery within defined constraints. We maintain real-time oversight of cost and schedule through structured reporting systems and utilize industry-standard project management tools to track documentation, decisions, and responsibilities throughout all phases.

With extensive experience serving local governments, our professionals understand the sensitivities of public infrastructure work—including procurement compliance, permitting coordination, community communication, and fiduciary stewardship. Volkert's consistent track record of successful courthouse and civic facility projects reflects our capacity to protect the owner's interests while facilitating timely, cost-effective outcomes.



**TRUSTED PUBLIC-SECTOR PARTNER:** Over \$6B in successfully managed public capital improvement projects across counties, cities, and state agencies.



**FULL LIFECYCLE SERVICES:** From scope development to final closeout, Volkert provides start-to-finish Owner's Representation with a focus on transparency, control, and results.



**PROJECT CONTROLS YOU CAN TRUST:** Real-time tracking of cost, schedule, and decisions using industry-standard PMIS tools like e-Builder ensuring accountability at every phase.



**LOCAL GOVERNMENT FOCUS:** Serving over 300 local government agencies, Volkert understands the requirements, compliance frameworks, and sensitivities of public infrastructure delivery.



**QUALITY WITHOUT COMPROMISE:** Volkert's internal Quality Management Program ensures compliance, constructability, and performance - audited at every phase.



**EMBEDDED REPRESENTATION:** Dedicated, credentialed project managers embedded on-site to oversee construction, resolve conflicts, and protect owner interests daily.




**VALUE-DRIVEN DELIVERY:** Value engineering, constructability reviews, and market-aligned estimating ensure on-budget, high-performance outcomes.

**WITH OVER \$6B IN MANAGED PUBLIC PROJECTS AND EXPERIENCE SERVING 300+ LOCAL GOVERNMENTS, VOLKERT DELIVERS TRUSTED OWNER'S REPRESENTATION WITH PROVEN EXPERTISE, RIGOROUS PROJECT CONTROLS, AND END-TO-END SERVICES THAT ENSURE TRANSPARENCY, QUALITY, AND VALUE.**


**2C. EXPERTISE IN OWNER'S REPRESENTATIVE SERVICES - PROJECTS**

Volkert has successfully delivered a wide range of complex public facility projects that closely mirror the scope and objectives of Rollingwood's City Hall Improvements project. Our portfolio includes numerous courthouse, judicial, and municipal facility projects involving multi-phase construction, historic renovation, secure facility design, and close coordination with multiple user groups and government stakeholders. These projects required the same level of schedule control, budget oversight, and stakeholder engagement that this assignment demands.




**\$125M**

**Madison County Courthouse**  
Huntsville, AL



**\$73M**

**City of Knoxville's Public Safety Complex**  
Knoxville, TN



**\$10M**

**City of Tuscaloosa's Benjamin Barnes YMCA**  
Tuscaloosa, AL




**\$96M**

**Louisiana State Crime Lab**  
Baton Rouge, LA




**\$53M**

**City of St. Mary's CIP**  
St. Mary's, GA



**\$2.2M**

**City of Early Town Development Center**  
Early, TX



**\$338M**

**City of Mobile Civic Center Redevelopment**  
Mobile, AL

**VOLKERT IS QUALIFIED PUBLIC OWNERS RELY ON VOLKERT'S EXPERIENCE IN OWNER'S REPRESENTATIVE AND PROGRAM MANAGEMENT TO COMPLETE HIGH-QUALITY PROJECTS ON TIME AND IN BUDGET.**

## MADISON COUNTY COURTHOUSE | Huntsville, AL



**DATES OF SERVICE:** 9/2025 - 8/2030  
**INITIAL/FINAL COST:** \$125M

**PROPOSED TEAM MEMBERS:**  
 Jimmy Screen - Principal-in-Charge  
 Jonathan Grammer - Project Executive  
 Shane Bagwell - Project Manager

**CLIENT REFERENCE:**  
 Madison County Commission  
 Jennifer Gordon  
 Special Projects Administrator  
 T: 256.532.3782  
 E: jgordon@madisoncountyal.gov

**DESCRIPTION OF VOLKERT'S SERVICES:** Volkert was selected to provide Program Management and Owner's Representative services for the Madison County Commission's new 240,000-SF Courthouse in Huntsville, Alabama. Volkert's responsibilities include vetting the preliminary building program, developing the master project schedule and budget, and leading the procurement of the architect/engineer, environmental and geotechnical consultants, construction materials testing firm, general contractor, and FF&E. Volkert will manage site selection and provided full-time, on-site representation throughout construction of the new courthouse. Volkert will serve as the City's primary point of contact, coordinating all project activities to ensure alignment with stakeholder expectations, regulatory requirements, and budgetary goals. **RELEVANCE:** Showcases Volkert's experience managing multi-agency projects—closely aligning with the complexity, stakeholder coordination, and oversight required for The City's project.

## CITY OF KNOXVILLE'S PUBLIC SAFETY COMPLEX | Knoxville, TN



**DATES OF SERVICE:** 11/2018 - 12/2021  
**INITIAL/FINAL COST:** \$73M

**PROPOSED TEAM MEMBERS:**  
 Jimmy Screen - Principal-in-Charge  
 Jonathan Grammer - Project Executive

**CLIENT REFERENCE:**  
 City of Knoxville  
 David Brace, Chief of Staff  
 T: 865.215.2029  
 E: dbrace@knoxvilletn.gov

**DESCRIPTION OF VOLKERT'S SERVICES:** Volkert, Inc. was selected to provide Program Management and Owner's Representative services for the City of Knoxville's new 230,000-SF Public Safety Complex, consolidating the Police Department, Crime Laboratory, Fire Department, Municipal Court, Pension Board, and E-911 Backup Call Center into a single facility. Volkert validated the building program, developed the master schedule and budget, led procurement of key consultants and contractors, and managed due diligence for property acquisition. The firm also provided full-time, on-site representation throughout construction. The crime lab includes specialized spaces for NIBIN, AFIS, firearms testing, vehicle processing, and evidence storage, integrated with the Tennessee Bureau of Investigation's data systems. Volkert served as the City's primary point of contact, coordinating project activities to ensure alignment with stakeholder expectations, regulatory requirements, and budget goals. **RELEVANCE:** Showcases Volkert's experience managing complex, multi-agency public safety facilities—closely aligning with the complexity, stakeholder coordination, and oversight required for The City's project.

## CITY OF TUSCALOOSA'S BENJAMIN BARNES YMCA | Tuscaloosa, AL



**DATES OF SERVICE:** 10/2022 - 3/2025  
**INITIAL/FINAL COST:** \$10M

**PROPOSED TEAM MEMBERS:**  
 Jimmy Screen - Principal-in-Charge  
 Jonathan Grammer - Project Executive

**CLIENT REFERENCE:**  
 City of Tuscaloosa  
 Katy Beth Jackson, Director of Operations  
 T: 205.248.5034  
 E: kbjackson@tuscaloosa.com

**DESCRIPTION OF VOLKERT'S SERVICES:** The City of Tuscaloosa selected Volkert as Owner's Representative and Program Manager for the new Benjamin Barnes YMCA, a community-driven project developed through the Project Unity initiative to replace the original 1960s facility. The new facility will provide classrooms for youth programs and flexible spaces for community activities, supporting goals around youth development, healthy living, and social responsibility. Volkert represents the City throughout the project, coordinating with architects, engineers, contractors, and stakeholders while managing the project from planning and design through construction and closeout. The firm oversees cost control, risk mitigation, scheduling, and team coordination to ensure efficient delivery and alignment with community needs. **RELEVANCE:** Illustrates Volkert's capacity to manage civic projects with diverse community stakeholders, broad program goals, and full lifecycle oversight—key capabilities directly aligned with the needs of The City's project.

## LOUISIANA STATE CRIME LAB FOR DEPT. OF PUBLIC SAFETY AND CORRECTIONS | Baton Rouge, LA



**DATES OF SERVICE:** 12/2024 - 6/2027  
**INITIAL/FINAL COST:** \$96M

**PROPOSED TEAM MEMBERS:**  
 Jimmy Screen - Principal-in-Charge  
 Chad Lynch - Project Executive  
 Lyn Kenley - Project Manager

**CLIENT REFERENCE:**  
 State of LA Division of Administration FPC  
 Cheryl Cloud, Architect, Senior Manager  
 T: 225.219.4422  
 E: cheryl.cloud@la.gov

**DESCRIPTION OF VOLKERT'S SERVICES:** Louisiana's Office of Facility Planning and Control (FPC) selected Volkert, Inc. as its Project Manager to augment and support the work of FPC Project Managers in the execution of their duties on specific projects. The project scope includes site preparation and the following site components: access drives, visitor parking, employee parking, secure/screened service yard, NIBIN Conex Container, landscaped courtyard, landscaping for screening, fencing, site lighting, and cameras. Security and distinct site access points are also very important to ensure safe maneuvering of evidence to the crime lab. The project utilizes the CMAR project delivery method and also includes: •New equipment acquisitions and installation (non-building systems equipment) •New non-fixed furniture acquisitions/installation and audio-visual (AV) equipment •Information technology hardware (i.e. PCs, servers, etc.) •A new helipad for the Louisiana State Police **RELEVANCE:** Illustrates Volkert's successful use of the CMAR in a municipal renovation and modernization project to add key capabilities and function while controlling cost

## CITY OF ST. MARY'S CAPITAL IMPROVEMENT PLAN | St. Mary's, GA



**DATES OF SERVICE:** 10/2023 - Ongoing  
**INITIAL/FINAL COST:** \$53M

**PROPOSED TEAM MEMBERS:**  
 Jimmy Screen - Principal-in-Charge

**CLIENT REFERENCE:**  
 City of St. Mary's  
 Bobby Marr, PE, Public Works Director  
 T: 912.464.9652  
 E: bmarr@stmarysga.gov

**DESCRIPTION OF VOLKERT'S SERVICES:** In response to the increasing demand for City services, the City selected Volkert in 2023 via a competitive procurement process to provide program management (PM) and additional professional and technical services for various projects necessary to support their city-wide capital program. Under the guidance and direction of the City Manager and City Public Works Director, Volkert is providing capital program and project management services for various projects including, but not limited to, vertical building construction, drainage, water and recreation projects. Projects may be funded from various sources, including local, state, federal, and private funding sources, including the use of grant funds. **RELEVANCE:** Highlights Volkert's experience working with small municipalities providing augmented services through a master services agreement - task order approach to achieve necessary improvements that impact the community

## CITY OF EARLY TOWN DEVELOPMENT CENTER | Early, TX



**DATES OF SERVICE:** 11/2021 - 3/10/2026  
**INITIAL/FINAL COST:** \$2.2M

**PROPOSED TEAM MEMBERS:**  
 Trevor Reed - Project Manager

**CLIENT REFERENCE:**  
 City of Early  
 Tony Aaron, City Manager  
 T: 325.643.5451  
 E: taaron@earlytx.net

**DESCRIPTION OF VOLKERT'S SERVICES:** Volkert partnered with the City of Early and the Texas Parks and Wildlife Department to design a fish-friendly lake habitat supporting multiple species while promoting long-term ecological balance. The project also included one mile of multi-use trails, ADA-compliant access features, and fishing docks that connect the lake to the Town Center and enhance community accessibility. Working within a grant-funded budget, Volkert emphasized cost control, constructability, and long-term value, delivering the project within the original construction budget. Through a digital-first design approach, the team improved collaboration, incorporated stakeholder feedback, and optimized site and environmental performance. **RELEVANCE:** Highlights Volkert's experience partnering with smaller Texas Municipalities to find funding and help delivery transformational projects for the community.

## CITY OF MOBILE PROGRAM MANAGEMENT SERVICES | Mobile, AL



**DATES OF SERVICE:** 3/2021 - 3/2022  
**INITIAL/FINAL COST:** \$338M

**PROPOSED TEAM MEMBERS:**  
 Jimmy Screen - Principal-in-Charge

**CLIENT REFERENCE:**  
 City of Mobile  
 James Barber, Chief of Staff  
 T: 251.208.7804  
 E: [barberj@cityofmobile.org](mailto:barberj@cityofmobile.org)

**DESCRIPTION OF VOLKERT'S SERVICES:** The City of Mobile has utilized Volkert as a trusted partner to provide professional PM services and continues to expand its utilization of our services on several current projects. selected Volkert to serve as Program Manager for the replacement and redevelopment of the aging Mobile Civic Center, a 10,000-seat indoor sports arena, performing arts theater, and expo hall. A new \$338 million state-of-the-art 400,000 square foot 10,000-seat Mobile Arena is being designed and constructed on the site of the old Civic Center along with a new five-level parking deck (parking deck completed summer 2025). Volkert is providing comprehensive Program Management services, aiding in the planning, development, and management of the full program scope, including procurement and management of additional consultants and contractors. This project is on schedule to be completed in time for Mardi Gras 2027. **RELEVANCE:** Highlights Volkert's experience managing high-profile, multi-use civic projects with complex stakeholder partnerships, diverse programming needs, and full lifecycle oversight—capabilities directly applicable to The City's project.

2D. ORGANIZATIONAL CHART



\*Certified Construction Manager

KEY STAFF PROPOSED	RELATIONSHIP TO THE PROJECT
<b>JAMES "JIMMY" P. SCREEN, M.B.A.</b> PRINCIPAL-IN-CHARGE <b>10% COMMITMENT</b>	Oversees all aspects of the program, client relations, and provides key resources to successfully meet project deliverables
<b>JONATHAN D. GRAMMER, PE, CCM, LEED GA</b> QA/QC LEAD <b>15% COMMITMENT</b>	Oversees quality assurance and control, technical design reviews, and value engineering for the project
<b>JAMES M. SNOW, CCP, PMP</b> PROJECT DIRECTOR <b>100% COMMITMENT</b>	Leads Volkert team, design team, and contractor in all programming, design, and construction activities for the project
<b>SHANE BAGWELL, CCM, LEED GA</b> CONSTRUCTION MANAGEMENT <b>20% COMMITMENT</b>	Supports the Volkert team in carrying out all preconstruction, construction, and post-construction activities
<b>CHAD LYNCH</b> PRE-CONSTRUCTION SERVICES <b>10% COMMITMENT</b>	Provides preconstruction services, including estimating and scheduling throughout the design phase
<b>BUDDY SQUIRES</b> FIELD OPERATIONS <b>10% COMMITMENT</b>	Lends the Volkert project team a wealth of specialized experience in municipal project construction management, reinforcing technical rigor and operational excellence.
<b>TREVOR REED</b> CIVIL INFRASTRUCTURE SERVICES <b>10% COMMITMENT</b>	Leads civil engineering efforts with demonstrated proficiency in navigating Texas municipal requirements, regulations, and infrastructure standards.
<b>LYN KENLEY</b> FACILITY ASSESSMENT/COMMISSION <b>20% COMMITMENT</b>	Lead and direct all facility assessment and commissioning services.

# 3. PROJECT TEAM AND QUALIFICATIONS



## 3. PROJECT TEAM AND QUALIFICATIONS

### 3A. KEY PERSONNEL RESUMES



## James (Jimmy) P. Screen, III, M.B.A.

*Senior Vice President | Principal-in-Charge*

#### SUMMARY OF QUALIFICATIONS:

With over 31 years of experience, Jimmy Screen is a skilled leader with a track record of resolving complex and sensitive problems, managing significant programs, and responding to some of our nation's most devastating disasters. He is a high-integrity leader who leads Volkert's Program Management team, including Disaster Services. As Senior Vice President of Program Management (PM), he provides professional guidance, resources, and support to Volkert's projects and programs to ensure client deliverables are met or exceeded safely and competently.

He consistently communicates with clients and Project Managers to ensure Volkert's high standards are upheld, and our client's interests are best served. His responsibilities include leading the PM team to consistently provide service, quality, and safety in a manner that maintains Volkert's high ethical standards.

Mr. Screen has a robust action-oriented implementation planning background and extensive experience executing major projects/programs. He always keeps his client's best interest first and works closely with client staff and stakeholders to achieve desired outcomes by focusing on communications and delivering outstanding operational performance service.

**TIME COMMITTED TO THIS PROJECT: 10 %**

#### PROJECT EXPERIENCE:

##### **Madison County Courthouse | Huntsville, AL | Role: Principal-in-Charge**

Volkert is providing **program management and owner's representative services** for Madison County's new 240,000-SF courthouse, overseeing project planning, procurement, site selection, budget and schedule management, and full-time construction oversight to ensure successful delivery of this large-scale public facility. As **Principal-in-Charge**, Mr. Screen provided executive leadership and strategic oversight for the project, ensuring alignment with client objectives, budget, schedule, and quality expectations while supporting key stakeholder coordination and project decision-making.

##### **City of Knoxville, New Public Safety Complex | Knoxville, TN | Role: Principal-in-Charge**

Volkert was selected to provide **owner's representative services** to facilitate the planning, design, bidding and construction of a new Public Safety Complex for the City of Knoxville Police Dept., Fire Dept., Municipal Court, Pension Board, and E-911 Back-up Call Center. Volkert assisted the City with procuring the A/E firm, hazardous material testing engineer, geotechnical engineer, construction material testing firm, general contractor, furniture and all owner-provided equipment. Volkert supervised the due diligence period required for acquiring new property for the project site and supervised the design team to ensure the needs of the City were met. The firm provided full-time on-site representation during construction and was the general contractor's direct point of contact. Volkert coordinated all aspects of the project between all parties involved. As **Principal-in-Charge**, Mr. Screen provided executive oversight and guidance for the Public Safety Complex project, ensuring successful coordination among multiple City departments, consultants, and contractors while maintaining alignment with project goals, budget, schedule, and stakeholder requirements throughout planning, design, and construction.

#### YEARS OF EXPERIENCE:

31 (6 with Volkert)

#### EDUCATION:

M.B.A., Louisiana State University, 2003

B.S., The United States Naval Academy, 1994

#### CERTIFICATIONS/ REGISTRATIONS:

16-Hour OSHA Disaster Site Worker (Course # 7600)

10-Hour OSHA Construction Safety & Health

FEMA:  
ICS100/200/650/700/800  
Community Emergency Response Team (CERT),  
Certificate# 612389

IS-00632.a Introduction to Debris Operations

Public Assistance Operations I and II

Debris Operations & Debris Management

# James (Jimmy) P. Screen, III, M.B.A.

Senior Vice President | Principal-in-Charge

## **City of Tuscaloosa, Benjamin Barnes YMCA | Tuscaloosa, AL | Role: Principal-in-Charge**

The Benjamin Barnes YMCA is a new family- and youth-focused community facility planned for the 3100 block of Martin Luther King Jr. Boulevard in Tuscaloosa, Alabama. Developed through the community-driven Project Unity initiative, the facility will provide classrooms for youth programs and flexible spaces for community activities, supporting youth development, healthy living, and social responsibility. As **owner's representative and program manager**, Volkert serves as the City's advocate throughout planning, design, construction, and closeout, coordinating project stakeholders, managing costs and risks, and ensuring the project delivers maximum value to the community. As **Principal-in-Charge**, Mr. Screen provided executive leadership and strategic oversight for the project, serving as the primary liaison with City leadership and key stakeholders. He was responsible for ensuring alignment with project objectives, budget, schedule, and community expectations while guiding major project decisions, supporting risk management efforts, and overseeing the successful delivery of the facility.

## **Louisiana State Crime Lab for Dept. of Public Safety and Corrections | Baton Rouge, LA | Role: Principal-in-Charge**

The Louisiana Office of Facility Planning and Control (FPC) selected Volkert to provide **project management** services in support of FPC's delivery of a new Louisiana State Police Crime Laboratory facility. The project includes extensive site development, secure access and evidence-handling infrastructure, parking, service areas, security systems, landscaping, and a new helipad. Delivered using the Construction Manager at Risk (CMaR) method, the project also includes procurement and installation of specialized laboratory equipment, furniture, audio-visual systems, and information technology hardware to support mission-critical public safety operations. As **Principal-in-Charge**, Mr. Screen provided executive oversight and strategic leadership for the project, ensuring coordination among FPC, Louisiana State Police, consultants, contractors, and stakeholders. Responsible for maintaining alignment with project objectives, budget, schedule, security requirements, and quality standards while supporting key decision-making and successful project delivery.

## **City of St. Mary's CIP | St. Mary's, GA | Role: Principal-in-Charge**

Selected through a competitive procurement process, Volkert provides **program management** services to support the City's expanding capital improvement program. Working under the direction of the City Manager and Public Works Director, Volkert oversees the planning and delivery of a diverse portfolio of projects, including vertical facilities, drainage, water infrastructure, and recreational improvements, funded through local, state, federal, and grant sources. As **Principal-in-Charge**, Mr. Screen provides executive leadership and oversight for the City's capital program, ensuring effective coordination with City leadership, alignment with funding requirements, and successful delivery of projects. Responsible for strategic guidance, quality assurance, resource management, and maintaining adherence to program objectives, budgets, schedules, and stakeholder expectations.

## **City of Mobile Program Management Services | Mobile, AL | Role: Principal-in-Charge**

The City of Mobile selected Volkert to serve as **program manager** for the replacement and redevelopment of the aging Mobile Civic Center. The \$338 million program includes the design and construction of a new 400,000-square-foot, 10,000-seat arena and a five-level parking deck. Volkert provides comprehensive program management services, supporting project planning, consultant and contractor procurement, and overall program execution to ensure successful delivery of this transformative downtown redevelopment project. As **Principal-in-Charge**, Mr. Screen provides executive leadership and strategic oversight for the redevelopment program, ensuring alignment with the City's vision, budget, schedule, and stakeholder expectations. Responsible for high-level client coordination, quality assurance, risk management, and supporting the successful delivery of this complex, multi-phase public facility project.



# Jonathan D. Grammer, PE, CCM, LEED GA

*Project Executive*

## SUMMARY OF QUALIFICATIONS:

Jonathan Grammer joined Volkert in 2009 and serves as a Construction Project Executive for Volkert's Program Management Division. He supervises the programming, design, and construction phases of Volkert projects. He serves as the owner's representative and works with the facility owner, architects, engineers, and prime contractors to provide successful capital improvement programs. Mr. Grammer brings 25 years of experience in planning, design, and construction program management for building programs. He is involved in projects from the initial capital improvement plan development, supervising facility assessments and scope recommendations, and throughout the design, construction, and closeout of all projects in the CIP.

**TIME COMMITTED TO THIS PROJECT: 15 %**

## PROJECT EXPERIENCE:

### **Madison County Courthouse | Huntsville, AL | Role: Project Executive**

Volkert is providing **program management and owner's representative services** for Madison County's new 240,000-SF courthouse, overseeing project planning, procurement, site selection, budget and schedule management, and full-time construction oversight to ensure successful delivery of this large-scale public facility. As **Project Executive**, Mr. Grammer provided senior-level leadership and client oversight for the Madison County Courthouse project, guiding planning, procurement, budget and schedule management, and construction coordination to support successful delivery of the new 240,000-SF public facility.

### **City of Knoxville, New Public Safety Complex | Knoxville, TN | Role: Project Executive**

Volkert was selected to provide **owner's representative services** to facilitate the planning, design, bidding and construction of a new Public Safety Complex for the City of Knoxville Police Dept., Fire Dept., Municipal Court, Pension Board, and E-911 Back-up Call Center. Volkert assisted the City with procuring the A/E firm, hazardous material testing engineer, geotechnical engineer, construction material testing firm, general contractor, furniture and all owner-provided equipment. Volkert supervised the due diligence period required for acquiring new property for the project site and supervised the design team to ensure the needs of the City were met. The firm provided full-time on-site representation during construction and was the general contractor's direct point of contact. Volkert coordinated all aspects of the project between all parties involved. As **Project Executive**, Mr. Grammer provided executive oversight and strategic guidance for the Public Safety Complex program, ensuring alignment with the City's operational needs, budget, schedule, and project objectives. He oversaw planning, procurement, site acquisition, design management, and construction execution while supporting coordination among City departments, consultants, contractors, and stakeholders to facilitate successful project delivery.

### **City of Tuscaloosa, Benjamin Barnes YMCA | Tuscaloosa, AL | Role: Project Executive**

The Benjamin Barnes YMCA is a new family- and youth-focused community facility developed through the community-driven Project Unity initiative. As **owner's representative and program manager**, Volkert serves as the City's advocate throughout planning, design, construction, and closeout, coordinating project stakeholders, managing costs and risks, and ensuring the project delivers maximum value to the community. As **Project Executive**, Mr. Grammer provided executive oversight and strategic guidance, ensuring alignment with the City's operational needs, budget, schedule, and project objectives. Oversaw key decisions related to planning, procurement, site acquisition, design management, and construction execution while supporting coordination among City departments, consultants, contractors, and stakeholders to facilitate successful project delivery.

## YEARS OF EXPERIENCE:

27 (17 with Volkert)

## EDUCATION:

M.B.A., General Business,  
Samford University, 2007

B.S., Civil Engineering, University  
of Alabama, 2004

## CERTIFICATIONS/ REGISTRATIONS:

Professional Engineer: AL,  
#32749

CMAA Certified Construction  
Manager (CCM): #A1884, (2011)

LEED Green Associate: AL,  
#10598479, (2010)

Journeyman Plumber: #730,  
(2005)

General Contractor: AL, #45644,  
(2010)

# Jonathan D. Grammer, PE, CCM, LEED GA

*Project Executive*

## **City of Tuscaloosa, Saban Center | Tuscaloosa, AL | Role: Project Executive**

The City of Tuscaloosa partnered with the Nick and Terry Saban Family, the Nick's Kids Foundation, the Children's Hands-On Museum, and the Tuscaloosa Children's Theatre to create the Saban Center. The Saban Center is an innovative community partnership that brings STEM programs together with theater, literature, outdoor recreation, and interactive learning for children and families in Tuscaloosa to provide a state-of-the-art, interactive center educating the next generation and preparing them to succeed beyond measure. Volkert was selected to provide **owner's representative/program management services** for the City of Tuscaloosa's Saban Center Program. As owner's representative/program Manager, Volkert is responsible for providing high-quality owner's representation services to align with the City's Elevate Tuscaloosa Initiative, which will bring STEAM programs together with theater, literature, outdoor recreation, and interactive learning for children and families in Tuscaloosa. Volkert is advising the City on all design- and construction-related aspects of the Saban Center project and is acting as the City's project representative to all design and construction professionals engaged in the project. On the City's behalf, Volkert oversees the entire project from pre-design, design, construction, commissioning, move-in and startup to close-out. This will include acting as an independent advocate and advisor to the City to coordinate all project team activities, manage project costs, identify and mitigate risks, accelerate project delivery, and optimize value for the City. **As Project Executive**, Mr. Grammer provided executive leadership and strategic oversight for the Saban Center program, serving as a trusted advisor to the City of Tuscaloosa throughout planning, design, construction, commissioning, and startup. Guided project governance, stakeholder coordination, budget and schedule performance, risk management, and quality assurance to support successful delivery of this transformative educational and community facility aligned with the City's Elevate Tuscaloosa Initiative.

## **Lauderdale County, Agriculture Events Center | Lauderdale County, AL | Role: Senior Construction Manager**

The firm provides pre-construction and construction management services for constructing a \$70M new agricultural event center, expo hall, and livestock facility. Pre-construction services included working with the design team during the design phase to include constructability reviews and cost estimating not to exceed 10% of the Authority's budget at each design phase: pre-design, schematic design, design development, and 50% construction documents, project phasing, assist in prequalification, bidding and other related services. During construction, Jonathan leads on-site management, personnel, and coordination in a sufficient manner to ensure that all work is carried out correctly and in a timely manner. These services include quality control for all aspects of work; managing daily documentation; developing monthly progress reports; conducting owner, architect, and contractor meetings; conducting safety inspections, managing RFI submittals; progress billings; budget control; change order management; final billings; and closeout and warranty. **As Senior Construction Manager**, Mr. Grammer was responsible for leading pre-construction and construction management services for this large-span, multi-use facility being constructed utilizing a pre-engineered metal building system

## **Pike Road Comprehensive Plan | Pike Road, AL | Role: Project Manager**

Volkert assisted the owner in publicly disseminating information related to the comprehensive plan and receiving community input through a series of community meetings. The firm performed the required traffic engineering services necessary to complete the initial phase of the town-wide traffic study that was part of the eventual, updated Comprehensive Plan. **As Project Manager**, Mr. Grammer was responsible for assisting the Town of Pike Road with its implementation of the Town's "2012 and Beyond Comprehensive Plan." He was tasked with the general coordination of the various Town in-house staffing efforts, previously engaged consultant efforts, any future retained consultant efforts and any owner appointed committee efforts for the various components comprising the comprehensive plan.



# James M. Snow

*Project Manager*

## SUMMARY OF QUALIFICATIONS

Mr. Snow brings more than 35 years of leadership experience across the private sector, municipal government, and the military, with a strong record of directing large-scale capital improvement programs and delivering complex infrastructure projects from concept through closeout. He has led multidisciplinary teams, aligned governance and stakeholder coordination to support execution, and driven accountability, performance improvement, and risk management across major portfolios. During the past 15 years as a City of Austin executive, he has served as the City's owner representative and project executive, working closely with City Council, community members, and internal stakeholders to deliver municipal facilities and infrastructure that address functional needs, meet community priorities, remain within budget, and resolve complex project challenges.

## YEARS OF EXPERIENCE:

35 (<1 with Volkert)

## EDUCATION:

B.S., Engineering Systems,  
United States Military Academy,  
1989

## CERTIFICATIONS/ REGISTRATIONS

OSHA - 10-Hour/30-Hour

Project Manager Professional  
(PMP) 2008-2018 - No. 505340

Certified Cost Professional (CCP)  
2006-2025, AACE: No. 2442

## TIME COMMITTED TO THIS PROJECT: 100 %

## PROGRAM EXPERIENCE

### City of Austin, Capital Delivery Services Department | Austin, TX

#### Role: Department Director | City Executive in Charge (2023-2025)

Mr. Snow led a department of more than 315 project managers, engineers, and administrative professionals responsible for planning, design, and construction management of an \$11 billion capital improvement program, including three mega-projects and more than 400 vertical and horizontal infrastructure projects. Key accomplishments include creating a city department focused on capital program delivery, implementing a \$482 million Transportation Corridor Acceleration Program, integrating City and contractor teams for a \$4 billion airport expansion, establishing governance for a \$1.6 billion convention center program, and launching the 2026 bond infrastructure initiative. The **relevance** to the City of Rollingwood is: experience collaborating with councils, commissions, infrastructure departments, Central Texas government entities, contractors, designers, and citizens to develop/implement complex projects that address community needs.

### City of Austin, Public Works Department | Austin, TX

#### Role: Deputy Director/Assistant Director | Dept. Executive in Charge (2009-2023)

Mr. Snow served as department executive overseeing more than 800 full-time and seasonal employees responsible for public right-of-way services, capital delivery, and community programs supporting Safe Routes to School. Directed day-to-day operations, strategic planning, and administrative controls while sponsoring a five-year, \$250 million right-of-way infrastructure program and leading development and implementation of major bond-funded capital improvements, including \$720 million in the 2016 Bond, \$143 million in the 2012 Bond, and \$90 million in the 2010 Bond, as well as the Accelerate Austin Program and cost control support for a \$500 million water treatment plant project. The **relevance** to the City of Rollingwood is: Experience developing and delivering complex projects to address the community's needs while minimizing the impact on city, counties, and community members' current infrastructure.

# James M. Snow

*Project Manager*

## **Old Quarry Branch Library Renovation | Austin, TX | Role: Project Executive**

Mr. Snow Led the \$2.79 million renovation of the 1974 Old Quarry Branch Library, delivering a modernized, accessible, and community-focused facility. Managed improvements including interior finishes, shelving, furnishings, youth and teen areas, collaboration rooms, ADA-compliant restrooms, LED lighting, HVAC upgrades, EV charging stations, outdoor reading space, and asbestos abatement. Partnered with City Council, community members, and library staff to align project priorities and support long-term neighborhood needs. The **relevance** to the City of Rollingwood is: Experience renovating and updating an older municipal facility to meet staff and community needs.

## **City of Austin Fire and EMS Station Renovation Program | Austin, TX | Role: Project Executive**

Mr. Snow led the renovation and modernization of five aging public safety facilities originally constructed in the 1970s and 1980s, delivering strategic upgrades to structural, mechanical, electrical, and plumbing systems; advancing ADA accessibility and code compliance; reconfiguring operational and apparatus bay spaces; modernizing crew living quarters and restroom facilities; strengthening building resilience through emergency power, HVAC enhancements, and upgraded alerting systems; and collaborating with City Council, community stakeholders, and public safety professionals to align project outcomes with operational needs and community priorities. The **relevance** to the City of Rollingwood: experience renovating aging municipal facilities to meet staff and community needs and guiding both departments through the discussion on renovation versus new construction decisions.

## **City of Austin Convention Center | Austin, TX | Role: Project Executive**

Served as Project Executive for this \$1.6B project involves demolishing the existing structure and building a new, larger, and more sustainable facility downtown, which features a modern design and new underground exhibit halls. As Owner's Representative created, hired, and led a specialized project team that oversaw the entire project design, planning, construction, and close-out. Led a multi-department infrastructure coordinating effort that minimized impacts and possible relocation of surrounding city infrastructure such water and wastewater inline, large unground drainage tunnel, electrical power stations, and urban rail in middle of downtown Austin. The **relevance** to the City of Rollingwood is: experience in coordinating and collaborating highly complex multi-infrastructure projects in Central Texas.



## Shane Bagwell, CCM, LEED GA

*Construction Management*

### SUMMARY OF QUALIFICATIONS:

Shane Bagwell has 25 years of experience as a Project Manager/ Construction Manager in Volkert's Program Management/Construction Management Division and management of over \$363M in construction projects. He has participated in all aspects of program management/ construction management, including programming, scheduling, establishment of budgets, design management, community presentations, constructability reviews, pre-bid conferences, value engineering, receipt and award of bids, contract execution, management of Owner temporary relocation, pre-construction conferences, daily on-site observation reports, contractor coordination, presiding over bi-weekly progress meetings, contract administration, above ceiling inspections, life/safety inspections, substantial completion inspections, assisting in final punch list preparation and punch list work verification, project close-out, procurement/installation of Owner furnished FFE, management of Owner move-in, management of warranty periods, year-end inspections and assisting in year-end inspection punch list preparation and punch list work verification.

### TIME COMMITTED TO THIS PROJECT: 20 %

### PROJECT EXPERIENCE:

#### **Madison County Courthouse | Huntsville, AL | Role: Project Manager**

Volkert is providing **program management and owner's representative services** for Madison County's new 240,000-SF courthouse, overseeing project planning, procurement, site selection, budget and schedule management, and full-time construction oversight to ensure successful delivery of this large-scale public facility. As **Project Manager**, Mr. Bagwell managed day-to-day program delivery, coordinating project planning, consultant and contractor activities, procurement efforts, schedule and budget tracking, and stakeholder communications. Ensured alignment across project teams while supporting the successful execution of the \$338 million arena and parking deck program from development through construction.

#### **Lauderdale County, Agriculture Events Center | Lauderdale County, AL**

##### **Role: Senior Construction Manager**

Volkert provided pre-construction and construction management services for constructing an \$85M new agricultural event center, expo hall, and livestock facility. Pre-construction services included working with the design team during the design phase to include constructability reviews and cost estimating not to exceed 10% of the Authority's budget at each design phase: predesign, schematic design, design development, and 50% construction documents, project phasing, assist in prequalification, bidding, and other related services. As **Senior Construction Manager**, Mr. Bagwell Led pre-construction and construction management efforts for the \$85 million agricultural event center, expo hall, and livestock facility. Responsibilities included coordinating with the design team on constructability reviews, cost estimating, project phasing, procurement support, and budget control throughout all design phases to help ensure the project remained within the Authority's budget and was positioned for successful construction execution.

### YEARS OF EXPERIENCE:

28 (28 with Volkert)

### EDUCATION:

B.S., Environmental Science,  
Auburn University, 1997

### PROFESSIONAL REGISTRATIONS:

Certified Construction Manager,  
#2429 (2013) Construction  
Manager Certification Institute  
(CMCI)

Certified LEED Green Associate,  
#10627904 by the Green  
Building Certification Institute

### CERTIFICATIONS/ TRAINING:

FEMA:  
IS-00100.b ICS-100 (2011)

IS-00101.a Deployment Basics  
(2011)

IS-00230.a.Fundamentals of  
Emergency Management (2011)

IS-00630 Introduction to the  
Public Assistance Process  
(2011)

IS-00700.a (NIMS), An  
Introduction (2011)



# Chad Lynch

*Pre-Construction Services*

## SUMMARY OF QUALIFICATIONS:

Chad Lynch is a seasoned program management leader with extensive experience in marketing, operations, and disaster recovery. As a Vice President and Senior Project Manager, he oversees regional initiatives with a strong focus on stakeholder engagement and operational effectiveness. A lifelong resident of Louisiana, he offers deep local insight and a comprehensive understanding of community needs and expectations. Mr. Lynch brings over two decades of public service experience, including 22 years with the Ascension Parish School Board, from which he retired in 2024. He is also a retired Command Sergeant Major with 21 years of service in the Louisiana Army National Guard, including combat experience.

His background includes significant involvement in long-term disaster recovery and community restoration efforts, both domestically and internationally. Mr. Lynch has supported post-conflict reconstruction in Iraq, contributed to emergency response and recovery following Hurricane Katrina, and played a key role in disaster recovery for public school systems after major flood and storm events. His experience includes collaboration with FEMA, CDBG programs, military and law enforcement agencies, and local, state, and federal officials. Drawing on his professional and personal experiences, he is adept at developing resilient, long-term recovery strategies for communities.

## TIME COMMITTED TO THIS PROJECT: 10 %

## PROJECT EXPERIENCE:

### Louisiana State Crime Lab for Dept. of Public Safety and Corrections | Baton Rouge, LA Role: Project Executive

The Louisiana Office of Facility Planning and Control (FPC) selected Volkert to provide **project management** services in support of FPC's delivery of a new Louisiana State Police Crime Laboratory facility. The project includes extensive site development, secure access and evidence-handling infrastructure, parking, service areas, security systems, landscaping, and a new helipad. Delivered using the **Construction Manager at Risk (CMaR) method**, the project also includes procurement and installation of specialized laboratory equipment, furniture, audio-visual systems, and information technology hardware to support mission-critical public safety operations. As **Project Executive**, Mr. Lynch is responsible for project oversight and implementing and maintaining quality control measures.

### Northwest Louisiana State Office Building | Shreveport, LA | Role: Project Executive

Volkert was selected as program manager to support the State of Louisiana Office of Facility Planning and Control (FPC) staff with **renovations and additions** to the Northwest Louisiana Office Building at 500 Fannin Street in Shreveport, LA. Phase 1 of this \$85M project is complete and included selective demolition of the nine-story, 152,205-SF mid-rise office tower down to its foundations and primary structural elements, complete demolition of the structured parking, site paving, and other elements, and removal of all hazardous materials. Phase 2 is upcoming and will involve managing renovations and additions to the existing office tower and construction of a new structured car park to serve the building. Construction began in summer 2025 with Broadmoor serving as the CMAR contractor. As **Project Executive**, Mr. Lynch is responsible for project oversight and implementing and maintaining quality control measures

## YEARS OF EXPERIENCE:

30 (2 with Volkert)

## EDUCATION:

M.B.A., General Business,  
Louisiana State University, 2023

B.A., Bachelor of Architecture,  
Louisiana State University, 1994

U.S. Army Sergeants Major  
Academy Graduate, 2007

## CERTIFICATIONS/ TRAINING:

NCARB No. 67570 - Currently  
Eligible for Architectural  
Registration Exams

Ascension Parish School Board,  
2002-2004 (retired)

Louisiana Army National Guard,  
1988 - 2009 (Retired)

Donaldsonville Chamber Board  
Member, 2022 (Present)

Ascension Parish Industrial Dev.  
Board Member, 2022 (Present)

Louisiana School Facility  
Managers Association Lifetime  
Member, 2011 (Present)  
(President 2017)



# William (Buddy) Squires

*Field Operations*

## SUMMARY OF QUALIFICATIONS:

Buddy Squires joined Volkert in 2015 as a Construction Manager/General Superintended and was named Sr. Director of Field Operations for Volkert's program management practice group in 2025. Serving as Owner's representative, Mr. Squires works with facility Owners, architects, engineers, and prime contractors to provide successful delivery of new construction and renovation projects. He has 48 years of experience managing a variety of construction projects, including commercial, educational, correctional, municipal, state, and federal buildings, in strict accordance with contract specifications, budgets, and schedules. He brings expert knowledge of construction techniques and problem-solving abilities. Mr. Squires coordinates with on-site supervision and subcontractors and administers regular on-site progress meetings with team personnel, contractors, and the Owner's staff representatives. He also reviews contractor/vendor requests and prepares/negotiates change orders with the Owner and the contractor.

## YEARS OF EXPERIENCE:

48 (11 with Volkert)

## EDUCATION:

Mary G. Montgomery High School Graduate, Semmes, AL

## CERTIFICATIONS/ TRAINING:

OSHA 40-Hour

## TIME COMMITTED TO THIS PROJECT: 10 %

## PROJECT EXPERIENCE:

### **Gulf State Park Enhancement Program | Gulf Shores, AL | Role: Construction Manager**

Volkert provided **construction management and on-site owner's representation** services for the \$135M Gulf State Park Program in Gulf Shores. The program was funded through NRDA due to the Deepwater Horizon Oil Spill. The program's projects included re-building a five-story, 350-room hotel and conference center on the Gulf of Mexico and providing significant additional improvements to the Park's 6,100-acre facility. These projects were constructed on the beach and required environmentally sensitive approaches to minimize further impacts on the surrounding ecology. The projects set an international benchmark for delivering highly sustainable and ecologically sensitive facilities that complement the built and natural environments. As **Construction Manager**, Mr. Squires Provided on-site construction management and Owner's representation services for the \$135 million Gulf State Park Program, overseeing construction activities, contractor coordination, schedule and budget monitoring, quality assurance, and environmental compliance. Managed the delivery of a new five-story, 350-room hotel and conference center, along with major park improvements, ensuring successful execution of this highly sustainable and ecologically sensitive program within a complex coastal environment.

### **New County Courthouse and Existing Courthouse Renovations | Cherokee County, AL Role: Construction Manager**

The \$12M project consisted of an approximately 30,000-SF courthouse building, including courtroom and county administration spaces. The renovations to the existing historic +/- 18,000-SF courthouse occurred after the new courthouse was complete and occupied. Volkert's services included the development of the master schedule, program budget, bookkeeping, and cost estimating, as well as selecting, purchasing, and installing new furnishings. As **Construction Manager**, Mr. Squires led the facility assessment of the existing courthouse and professional program management services to facilitate the planning, design, bidding and construction of the new Cherokee County Courthouse and the renovation of the existing Courthouse for Cherokee County.



## Trevor Reed, PE

*Civil Infrastructure Services*

### SUMMARY OF QUALIFICATIONS:

Trevor Reed serves as Vice President of Design for Volkert in Texas and has over 14 years of industry experience. He has served in roles including construction engineering, transportation design, project management, and program management. His experience ranges from minor rural improvements to large complex transportation projects along urban freeway and interstate corridors. Mr. Reed is active in developing best practices and implementing useful technologies involving design, construction management, and field engineering services. He works diligently with the client and contractors to ensure the design, construction, and delivery of high-quality projects.

Ultimately, Mr. Reed works on building the team that is needed to meet the challenges of the infrastructure landscape. He is focused on growing and developing the leaders and technical experts that will create the future.

### TIME COMMITTED TO THIS PROJECT: 10 %

### PROJECT EXPERIENCE:

#### **Town Center Development | Early, TX | Role: Project Manager and Engineer of Record**

Led the development of the City of Early's vision to create a new Town Center. The City of Early had been without a proper downtown destination and acquired approximately 80 acres of land along Pecan Bayou within their ETJ. As **Project Manager and Engineer of Record**, Mr. Reed helped develop a phase development of the site, including creating the new Bueno Vista and Kelcy Way Blvd, Heartland Rd expansion and footprint planning, and expansion of the Town Center Lake into a key feature. He and the Volkert team worked with Texas Parks and Wildlife Department in executing the grant program and performed engineering that created a fish friendly habitat while also providing storm retention runoff and recreational boardwalk facilities. In addition, Mr. Reed and the team are assisting with new phases of the project, including a new north-south connection route from Kelcy Way Blvd and a connected pathway to outdoor classrooms along the Bayou in support of a grant from Lower Colorado River Authority.

#### **Sidewalk Improvement Program | City of Early, TX | Role: Project Manager**

This project, which was part of City of Early's Alternative Pathways to Employment, Education, and Recreation Program and provides safe alternative pathways between Early ISD facilities and the adjacent neighborhoods. The scope included pavement surfacing improvements (e.g., soil condition evaluation, bike lane pavement markings) of 5,632 ft of sidewalk and 3,780 ft of bike lanes. The team designed around critical utility conflicts so that subsurface utilities were not impacted. The facilities were planned and scheduled for construction during the ISD's summer vacation, and they were completed as promised before the new school year in the fall. As **Project Manager**, Mr. Reed led the team over multiple design hurdles by coordinating plans with the Early ISD, Early Rural Transit, adjacent property owners, and local utility providers.

### YEARS OF EXPERIENCE:

18 (10 with Volkert)

### EDUCATION:

B.S. Civil Engineering, Texas Tech University

### CERTIFICATIONS/

#### TRAINING:

FHWA-NHI-134005V  
Value Engineering

### TxDOT CERTIFICATIONS:

1.5.1 Feasibility Studies  
3.2.1 Route Studies & Schematic Design  
4.2.1 Roadway Design  
8.1.1 Signing, Pavement Marking, And Channelization  
10.1.1 Hydrologic Studies  
10.2.1 Roadway Hydraulic Design  
11.1.1 Roadway Construction Management And Inspection  
18.5.1 Utility Construction Management and Verification  
23.3.1 Operations and Maintenance Support  
23.6.1 Document Control Using Electronic Content Mgmt Syst (ECMS)  
23.8.1 Claims Analysis & Mgmt.  
24.4.1 Operations and Maintenance (O&M) Assessment  
24.5.1 Operations and Maintenance Program Support



## Lyn Kenley

*Facility Assessment and Commission Services*

### SUMMARY OF QUALIFICATIONS:

Chad Lynch is a seasoned program management leader with extensive experience in marketing, operations, and disaster recovery. As a Vice President and Senior Project Manager, he oversees regional initiatives with a strong focus on stakeholder engagement and operational effectiveness. A lifelong resident of Louisiana, he offers deep local insight and a comprehensive understanding of community needs and expectations. Mr. Lynch brings over two decades of public service experience, including 22 years with the Ascension Parish School Board, from which he retired in 2024. He is also a retired Command Sergeant Major with 21 years of service in the Louisiana Army National Guard, including combat experience.

His background includes significant involvement in long-term disaster recovery and community restoration efforts, both domestically and internationally. Mr. Lynch has supported post-conflict reconstruction in Iraq, contributed to emergency response and recovery following Hurricane Katrina, and played a key role in disaster recovery for public school systems after major flood and storm events. His experience includes collaboration with FEMA, CDBG programs, military and law enforcement agencies, and local, state, and federal officials. Drawing on his professional and personal experiences, he is adept at developing resilient, long-term recovery strategies for communities.

### TIME COMMITTED TO THIS PROJECT: 20 %

### PROJECT EXPERIENCE:

#### **Louisiana State Crime Lab for Dept. of Public Safety and Corrections | Baton Rouge, LA** **Role: Project Executive**

The Louisiana Office of Facility Planning and Control (FPC) selected Volkert to provide **project management** services in support of FPC's delivery of a new Louisiana State Police Crime Laboratory facility. The project includes extensive site development, secure access and evidence-handling infrastructure, parking, service areas, security systems, landscaping, and a new helipad. Delivered using the **Construction Manager at Risk (CMaR) method**, the project also includes procurement and installation of specialized laboratory equipment, furniture, audio-visual systems, and information technology hardware to support mission-critical public safety operations. As **Project Manager**, Mr. Kenley managed day-to-day delivery of the Louisiana State Police Crime Laboratory project, coordinating with FPC, design consultants, contractors, and stakeholders to support planning, procurement, design, and construction activities. Responsibilities included schedule and budget tracking, risk management, stakeholder coordination, and oversight of site development, security infrastructure, specialized equipment installation, and CMaR project execution to ensure successful delivery of this mission-critical public safety facility.

### YEARS OF EXPERIENCE:

39 (9 with Volkert)

### EDUCATION:

Architecture, Louisiana Tech University, Three years coursework, 1983

Computer-aided Design, Northeast Louisiana Technical College, Two years coursework,

### CERTIFICATIONS/ TRAINING:

Continuing Education – Numerous coursework in subjects including Building Materials, Construction Methods, Building Codes, School Design, CADD, Computer Skills

### 3B. STAFFING AND ABILITY TO MEET DEADLINES

Volkert has a history of providing program management/owner's representative services for various municipalities and project types. Our proven track record in delivering services for numerous programs, including many with comparable requirements to those found in the Rollingwood project RFQ, is a testament to our robust methodologies and innovative approaches. Our extensive experience in similar projects has honed our ability to meet overall organizational planning, management, and consensus building goals.

The example projects outlined in the Expertise in Owner's Representative Service demonstrated our team's considerable experience working with various local governments. Volkert has successfully managed over \$6B in public and private projects nationwide, including working with Federal Lands, school boards and districts, states, cities, and municipalities.

Most of our projects involve managing multiple entities with municipal and state governments, private developers, Parks Departments, the General Services Administration, Conservation, and the U.S. Army Corps of Engineers. We understand the project management and owner's representative roles and what it takes to deliver a project by managing the designer, builder, state and local government agencies, and other entities involved.

Volkert serves as a client's single point of contact in implementing and managing their projects/programs. We work as an extension of the client's staff, assisting with budget development, selection of design consultants, contract negotiations, coordination of subconsultants, cost estimating and analysis, and development of construction schedules.

Our project managers, executives, and field staff bring hands-on experience in:

- **DEVELOPING** master schedules and cost models
- **COORDINATING** design and engineering deliverables
- **MANAGING** bid processes and contractor procurement
- **PROVIDING** daily oversight and reporting during construction
- **ACTING** as a liaison between clients, consultants, and contractors
- **FACILITATING** substantial completion, final inspections, and warranty phases

Our success on these projects mirrors the objectives outlined by the City of Rollingwood. We understand the importance of navigating evolving project scopes, maintaining clear lines of communication, and acting on behalf of our clients. Volkert consistently delivers professional representation and technical leadership that enables public owners to achieve their capital development goals—efficiently, transparently, and successfully.

**VOLKERT IS QUALIFIED  
PUBLIC OWNERS RELY ON VOLKERT'S ABILITY TO MANAGE  
EVOLVING SCOPES, COORDINATE DIVERSE STAKEHOLDERS, AND  
PROTECT PROJECT INTERESTS. OUR APPROACH ENSURES CAPITAL  
PROJECTS ARE DELIVERED EFFICIENTLY, RESPONSIBLY, AND WITH  
LASTING VALUE TO THE COMMUNITY.**

### Ability to Meet Schedules

The Volkert Team will maintain the project's schedule by implementing techniques to plan and monitor project schedules. Our approach to assuring timely completion of the projects is to start at the program level with a well-developed Master Schedule. With this schedule, we will thoroughly integrate each project schedule from the project details.

#### Our scheduling techniques include the following:

- **Developing** a list of Critical Dates and contractually binding the Design Team to these dates
- **Providing** a thorough Acquisition Strategy for each project as early as possible, including start activities
- **Inclusion** of all procurement and long lead item activities
- **Limiting** activity durations to 14 calendar days maximum to allow for early identification of delays

#### The essence of our approach to scheduling consists of the following activities:

- **Identifying** schedule objectives and establishing priorities
- **Identifying** and analyzing schedule constraints
- **Developing** a plan of action
- **Establishing** time frames for action
- **Identifying** and coordinating activities and interfaces of all parties
- **Monitoring** and reporting progress
- **Anticipating** issues before they occur
- **Expediting, accelerating, reviewing, and recovering** lost time as necessary



### 3C. KNOWLEDGE OF LOCAL, STATE, AND FEDERAL REGULATIONS

Volkert's experience includes billions of dollars in municipal, institutional, educational, and community-focused improvements that met all local, state and federal regulations regarding construction, development, building codes, environmental quality, and drainage.

This experience includes 15 years of owner's representative and civil engineering experience in providing municipal facilities and infrastructure in the state of Texas, state and local building codes, specialty requirements for public safety buildings, and the environmentally sensitive area of Travis County.

The City of Rollingwood and its departments currently operate from a shared-use building constructed in 1974, when the city had fewer than 800 residents. Since then, the population has grown to roughly 1,500 residents, increasing demand for municipal services and staff support. Although City Hall has been renovated and expanded several times, space constraints have become a significant challenge. The building is also nearing the end of its useful life as an efficient home for city departments, making it necessary to evaluate whether continued investment in the aging facility remains the best long-term option.

**UNDERSTANDING** that while Rollingwood's population has doubled over the past 50 years, recent growth has been limited and is expected to remain modest. As a result, only minimal staff growth across city departments is anticipated.

**KNOWLEDGE** of the 2019 facility assessment completed by Brinkley, Sargent, Wiginton Architects, which evaluated future staffing and space needs for a combined city management and police facility. The study also examined how the existing City Hall could continue to be used and compared the advantages and disadvantages of expanding the current building versus constructing a new facility.

**AWARENESS** that minimizing the building footprint and new site work is critical. The site lies within the Edwards Aquifer recharge zone, where additional impervious cover triggers water-quality treatment requirements. Because these regulations were not in place when the original building was constructed, the existing site conditions benefit from grandfathered allowances. However, any expansion that adds impervious cover will require treatment. For property zoned GI (Governmental and Institutional District), maximum impervious cover is limited to 50 percent, or about 21,800 square feet. The site currently contains approximately 14,800 square feet of impervious cover, leaving roughly 7,000 square feet available for new development.

**INSIGHT** into the community benefit of partnering with ESD 9 to incorporate a single-vehicle facility and modest fire component within City Hall. This approach could improve emergency response times and create an opportunity to lower home insurance costs for Rollingwood residents.

**FAMILIARITY** with the recent City Hall remodel completed by Westlake Hills, and with lessons learned and opportunities that may inform Rollingwood's renovation or new facility design.

**EXPERIENCE** working with public safety stakeholders, including fire, police, and emergency services, to develop integrated facility solutions that address each department's operational needs within a shared public safety environment.

### D. SUBCONSULTANTS

Volkert does not propose the use of subcontractors for the performance of services under this contract. All services described in this proposal will be performed by employees of Volkert.

# 4. APPROACH TO SCOPE OF SERVICES



## 4. APPROACH TO SCOPE OF SERVICES

### 4A. SERVICES APPROACH AND METHODOLOGY

Volkert is uniquely positioned to deliver the comprehensive project management services outlined in the RFQ. With a multidisciplinary team, robust project delivery systems, and a deep understanding of public-sector capital programs, we are equipped to support the City through every phase of project execution—from initial planning to closeout and facility readiness. Volkert employs a four phase delivery framework aligned with industry best practices and the City of Rollingwood's Scope of Work.

#### 1. PROJECT INITIATION AND PROGRAM DEVELOPMENT | INCEPTION AND FEASIBILITY PHASE



**Collaborate** with City stakeholders and relevant funding agencies to confirm project scope, goals, and constraints.

**Conduct** environmental and feasibility assessments.

**Develop and manage** the overall project implementation plan, including schedule and budget frameworks aligned with federal funding obligations.

**Assist** in drafting and administering RFQs/RFPs for architects, engineers, and other professional consultants in accordance with applicable procurement laws and practices.

#### 2. DESIGN COORDINATION AND PRECONSTRUCTION SERVICES | PRE-CONSTRUCTION PHASE



**Facilitate and document** design coordination meetings and stakeholder reviews throughout design phases.

**Perform** comprehensive constructability and design document reviews.

**Lead** value engineering initiatives and monitor scope adherence across milestones.

**Prepare** detailed cost estimates at design checkpoints.

**Validate** contractor cost proposals and GMP inclusions.

**Coordinate** early procurement strategies for critical-path materials and systems.

#### 3. CONSTRUCTION OVERSIGHT AND COMPLIANCE MANAGEMENT | CONSTRUCTION PHASE



**Provide** full-time construction oversight and interface with the general contractor and design teams to monitor quality, safety, and schedule adherence.

**Track and validate** contractor pay applications, change orders, and progress milestones.

**Ensure** compliance with Davis-Bacon Act, FEMA standards, and the City's reporting protocols.

**Maintain** daily field observations, reports, and communication logs; prepare formal Project Status Reports for County and funding stakeholders.

#### 4. FINAL CLOSEOUT AND FACILITY READINESS | POST-CONSTRUCTION PHASE



**Manage** punch list development, final inspections, and correction tracking through to substantial and final completion.

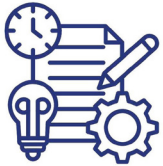
**Confirm** submission of accurate as-built documents, O&M manuals, warranty logs, and training documentation.

**Coordinate** with County personnel for a seamless transition to occupancy and long-term facility operation.

**Assemble** closeout documentation and audit-ready reimbursement packages in compliance with federal grant requirements.

Volkert will provide professional leadership and direct hands-on experience with design and construction efforts. Working directly with County leaders and staff, our team will direct, control, and schedule the project's planning, design, and construction cost-effectively and efficiently within the established budget. Our approach and methodology for this type of project is outlined below.

## PRE-CONSTRUCTION PHASE



### Organizing and Developing Program Requirements

- **Develop** a project-specific project management control plan.
- **Design**/develop project-specific program administration and reporting criteria and forms.
- **Provide** financial accounting services, including reviews and processing consultant/material invoices.
- **Establish and maintain** a performance metrics dashboard to accurately monitor and display progress.
- **Coordinate** programming phase services provided by the architect.
- **Coordinate** all design and construction phase services.
- **Review** design and construction documents and advise on budget/schedules.
- **Assist** in developing and implementing alternate solution efforts.
- **Assist** the A/E team in securing approvals from regulatory agencies.
- **Coordinate** all bid phase services to include pre-qualification of contractors.
- **Develop** a local participation strategy.
- **Organize** program reporting plan and public communication strategy.
- **Coordinate** User groups.

### Assistance in Professional Services Contracting

- **Develop and implement** a selection process for all required professional services, including A/E, geotechnical and testing, surveying, and specialty consulting services.
- **Negotiate** service contracts and design schedule.
- **Manage** all professional service contracts throughout the duration of the project.
- **Review** professional services payment applications for accuracy prior to payment.

## DESIGN PHASE



Volkert will act on behalf of the City throughout the design phase to ensure the approved program is followed and scope creep is eliminated during the design phase when many stakeholders begin to voice their wants and desires for the project. Our goal is to incorporate the needs as established during the programming phase and protect the project budget and schedule from negative impacts due to design changes. This is the most important phase of the project for protecting the budget and schedule.

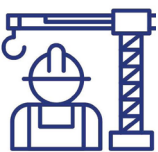
- **Assist** in developing design standards and specifications.
- **Develop** the design schedule (schematic, design development, and construction documents).
- **Coordinate** design meetings with A/E team.
- **Facilitate** owner meetings with design team.
- **Produce** alternate solutions studies to maintain budget.
- **Provide** regular updates on design status, including budget and schedule status.
- **Ensure** the final design is in budget with the base bid and alternates established in bid documents.

## BIDDING PHASE



- **Develop** bidding strategies to optimize construction funds.
- **Produce** pre-qualification documents to establish approved bidders and generate bidder interest for increased participation and competition.
- **Develop** a local participation strategy.
- **Conduct** pre-bid conferences.
- **Assist** in bid tabulation, evaluation, and recommendation of award.
- **Provide** program budget analysis.
- **Produce** contract, review, and recommendation for approval.
- **Develop** project procedures manual.
- **Conduct** pre-construction conferences.

## CONSTRUCTION PHASE



- **Provide** comprehensive project management services, including routine status reporting and stakeholder coordination using e-builder.
- **Establish, maintain, and update** development budgets and overall project schedules, with ongoing cost control and cash flow analysis.
- **Review, process, and track** all consultant, contractor, and material invoices, including contractor progress payments.
- **Coordinate and lead** regular owner/architect/contractor meetings, including developing agendas, meeting schedules, and documentation.
- **Provide** construction observation and continuous monitoring of construction schedule and field progress.
- **Implement** claims avoidance strategies and support dispute resolution, if needed.
- **Provide** constant construction schedule monitoring
- **Implement** claims avoidance procedures
- **Assist** in securing certification of substantial/final completion
- **Coordinate** warranty documentation and support transition to post-construction operations.
- **Initiate and manage** occupancy planning in collaboration with City staff and user groups.
- **Organize** program-level reporting and public communication plans as needed for City leadership and community engagement.

## POST-CONSTRUCTION PHASE



- **Conduct** project close-out/occupancy meetings
- **Provide** final reports
- **Assist** in the completion of close-out documents
- **Provide** final program evaluation and assessment
- **Provide** final budget and cash flow analysis
- **Assist** in record document coordination
- **Establish** claims mitigation procedures
- **Assist** in the coordination and management of warranty claims

## **RESPONSIVENESS AND CONFLICT RESOLUTION**

Volkert works through conflict resolution by being thoroughly familiar with project contract(s), regulatory requirements, and utility agreements. We do our homework to prepare and mitigate issues on behalf of our Clients. This is a hallmark of solid program management.

We actively manage the entire construction process through regular site walk-throughs and coordination meetings to ensure progress aligns with the schedule, budget, and quality standards. We hold routine updates with the design team and contractor to monitor project status, resolve issues quickly, and maintain efficient information flow. Our team will provide you with regular, accurate updates and coordinate communication across all parties to keep projects on track and ensure timely completion.

## **SCHEDULING FLEXIBILITY (RESOURCES AND TIMELINE)**

The Volkert Team will maintain the project's schedule by implementing techniques to plan and monitor project schedules. Our approach starts at the program level with a well-developed master schedule with analysis throughout the project. This schedule will thoroughly integrate each project schedule from the project details. The essence of our approach to scheduling consists of the following activities:

- **Identifying** schedule objectives and establishing priorities
- **Identifying and analyzing** schedule constraints
- **Developing** a plan of action
- **Establishing** time frames for action
- **Establishing** a Critical Path
- **Identifying and coordinating** activities and interfaces of all parties
- **Monitoring and reporting** progress
- **Anticipating** issues before they occur
- **Expediting, accelerating, reviewing, and recovering** lost time as necessary

As the project moves through the different phases, we will continue to analyze schedule risks such as funding changes, environmental impacts, and key project constraints and make the necessary adjustments. This analysis will be presented each month as part of the project health assessment and coordination meeting and adjustments will be made to keep the project on schedule.

## **STRATEGIES FOR MASTER SERVICES AGREEMENT AND TASK ORDER SERVICES**

Volkert staff is very familiar with various master services and task order agreements. These agreements require quick responses from the scoping meeting to the contract execution to NTP. Our team has the capacity and experience to provide any of our services within the required project schedule. We have a management plan for these quick response agreements that includes:

**Meeting** promptly with the City upon initial contact to discuss the work order scope.

**Reviewing** existing information, confirming expectations, identifying obstacles, and outlining critical items needed to complete each assignment.

**Developing** a written project scope, negotiating man-hours, and coordinating a project schedule for task execution.

**Creating** a tailored project management/work plan for each work order, which will be submitted for City review. Our team is also available to assist in developing financial plans as needed.



## SCOPE MANAGEMENT

Our project managers lead programming efforts to accurately reflect the space needs of the client and project stakeholders. We carefully distinguish between needs, wants, and desires to avoid a scope exceeding the available budget. Once the scope is determined and aligned with the project budget, it's common for project stakeholders to ask for additional scope or scope that was previously removed to be added back to the design. We identify items that can be swapped out and let the stakeholders decide the priority of the scope items in order to maintain a scope that is aligned with the budget. Once the design has progressed into the design development phase, major modifications are discouraged because of the impact on the design schedule and redesign fees from the design team. In certain situations, we will include additional scope requests from stakeholders as bid alternates that will only be awarded if the cost does not exceed the established project budget when added to the base bid cost of the project. This step ensures a base bid price on bid day that is under the established project budget and also provides options to include the additional scope if prices are low at bid time or the client decides to increase the project budget once the bid price is set. **Volkert's priority is to avoid scope creep that leads to a base bid price that exceeds the client's budget.**

## BUDGET OVERSIGHT

The goal of a successful project also includes producing a sound product within budget. We will develop the budget at a kickoff meeting. Once the client approves the budget, we will issue contractual agreements determining the set deliverable and cost for the deliverable to each subconsultant. Each month, just as internal staff hours are reviewed against the project's schedule, the internal staff hours and the invoices submitted by subconsultants will be reviewed for budgeting purposes using Deltek Vision (Our corporate project accounting software). Utilizing these detailed reports from Deltek Vision, we will approve all invoices submitted to the client for payment or, if necessary, request additional information from the subconsultants to document the work completed. A summary of all work completed that month will accompany each monthly invoice.

## CONTRACT CHANGE ORDERS

Volkert's record concerning project change orders is exemplary. We begin change order mitigation during the design phase. A thorough and complete review of plans and specifications prior to issuing plans for bid is a critical factor in reducing change orders during the construction phase. Our understanding of current building codes related to state and local requirements allows us to assist the design team in putting together a clean set of documents. We also make it a point to understand local utility provider requirements and help address provisions for including those requirements in the bid documents.

Our attention to detail when creating a trade package scope will also be critical in mitigating change orders. Our team will spend a great deal of time and effort dividing the project into various trade packages so that whatever the scope of work may be, it is contractually covered by one of the bid packages. Change orders often arise as a result of scope gaps between trade packages. Volkert does an outstanding job of minimizing those scope gaps.



**PROJECT REPORTING**

Consistent, high-quality project status reporting is essential for effective project and program management. When reports are precise, timely, and structured around meaningful data, they become more than just updates; they become tools that drive progress, accountability, and informed decision-making. Our team will set up a system for regular reporting for the project team upon the commencement of our services, including but not limited to:

- Owner Reporting Meetings
- Design Coordination Progress Meetings
- Owner/Architect/Contractor Construction Progress Meetings
- Project Update Status Meetings
- Program/Project Specific Dashboards

Project Management in Power Bi



Volkert will utilize to provide customized dashboards to track and report progress as well as provide real-time communication of key performance metrics such as:

- Overall Project Status
- Planned vs. Actual Schedule Comparisons
- Project Update Status Meetings
- Earned Value
- Real-time Identification of Schedule Risk



**MITIGATING IMPACT TO EXISTING INFRASTRUCTURE**

Urban infrastructure systems for the energy, transport, telecommunications, water and wastewater, solid waste, and buildings are highly interdependent. Prior to the design phase, Volkert’s will conduct a comprehensive infrastructure awareness assessment to identify utilities and structural elements that may be affected by the project. These findings are integrated into our risk management process to ensure proper coordination and proactive adjustments, minimizing adverse impacts on surrounding infrastructure.

These risks will be proactively monitored throughout the project a part of our risk management process and mitigation techniques will be applied as necessary, as well as continuously monitor of site conditions that could lead to other impacts to existing infrastructure.

**VOLKERT IS DEDICATED  
DELIVERING QUALITY, ACCOUNTABILITY,  
AND VALUE ACROSS THE ENTIRE  
PROGRAM LIFECYCLE**

The key to effective project delivery is our ability to control costs. Cost estimating and cost control, utilizing alternate solution management, is the backbone of our approach to project management.

Volkert's cost control system, which is underpinned by the latest technologies, supports detailed price cost analysis, extensive cost accounting, cash flow projections from payment applications, and other cost generators. This thorough integration of cost and time as performance measures ensures a comprehensive and reliable approach to cost control.

We will provide planning estimates, conceptual estimates, and estimates for each design phase (e.g., schematic design, design development, and final construction documents).

Program cost containment is best achieved during the early phases of a project by initiating cost control procedures at the beginning of the project. As the Owner's Representative, we will explore options for cost reductions by standardizing designs while providing a quality product. Our design comments will be heavily influenced by budget limitations and constraints.

At Volkert, we don't leave cost management to chance. We take a proactive approach, conducting a market survey analysis and creating a project cost model before we even start the design. Our comprehensive cost management system, which encompasses every aspect of financial planning, budgeting, estimating, forecasting, and cost monitoring, coupled with our commitment to seeking cost-saving opportunities throughout the design and construction process, ensures that your project stays on track and on budget.



**VOLKERT ROUTINELY GETS  
ROBUST COMPETITION  
AND HIGHLY COMPETITIVE  
PRICING ON THE PROJECTS WE  
MANAGE BECAUSE THE TRADE  
CONTRACTOR COMMUNITY  
TRUSTS THAT THE PROJECTS  
WILL BE HIGHLY ORGANIZED,  
CONFLICT FREE,  
AND ON TIME.**

# 5. REFERENCES



## 5. REFERENCES

### REFERENCE #1: CITY OF EARLY TOWN DEVELOPMENT CENTER

CITY OF EARLY | TONY AARON, CITY MANAGER | 325.643.5451 | TAARON@EARLYTX.NET

**SCOPE OF SERVICES:** Volkert partnered with the City of Early and the Texas Parks and Wildlife Department to design a fish-friendly lake habitat supporting multiple species while promoting long-term ecological balance. The project also included one mile of multi-use trails, ADA-compliant access features, and fishing docks that connect the lake to the Town Center and enhance community accessibility. Working within a grant-funded budget, Volkert emphasized cost control, constructability, and long-term value, delivering the project within the original construction budget. Through a digital-first design approach, the team improved collaboration, incorporated stakeholder feedback, and optimized site and environmental performance.



### REFERENCE #2: CITY OF ST. MARY'S CAPITAL IMPROVEMENT PLAN

CITY OF ST. MARY'S | BOBBY MARR, PE | 912.464.9652 | BMARR@STMARYSGA.GOV

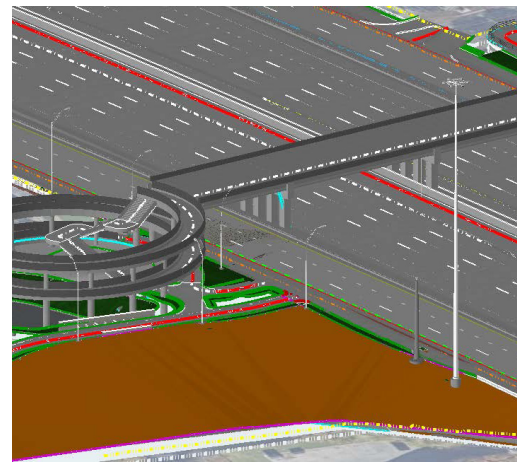
**SCOPE OF SERVICES:** In response to the increasing demand for City services, the City selected Volkert in 2023 via a competitive procurement process to provide program management (PM) and additional professional and technical services for various projects necessary to support their city-wide capital program. Under the guidance and direction of the City Manager and City Public Works Director, Volkert is providing capital program and project management services for various projects including, but not limited to, vertical building construction, drainage, water and recreation projects. Projects may be funded from various sources, including local, state, federal, and private funding sources, including the use of grant funds.



### REFERENCE #3: CAPEX CENTRAL PEDESTRIAN BRIDGE

TxDOT AUSTIN DISTRICT | TOMMY ABREGO, PE | 512.832.7280

**SCOPE OF SERVICES:** The CAPEX Central project includes reconstructing IH 35 from US 290 to Martin Luther King Blvd to alleviate congestion in downtown Austin by adding two non-tolled managed lanes, general purpose lanes, frontage roads, and two tunnels. Volkert is providing complete PS&E design delivery to the TxDOT Austin District for this mega project, including tunneling design; structural retrofits for upper decks; and the design of interchanges, bridges, retaining walls, utilities, signals, and Intelligent Transportation Systems (ITS). Additionally, Volkert is providing design services for bridge aesthetics, landscape architecture, and active transportation improvement design. The project also aims to reunite divided communities to the east and west by constructing multiple signature roadway bridges for pedestrians/cyclists and enhanced landscapes to create a linear park experience.



# 6. QUALITY CONTROL



## 6. QUALITY CONTROL

### 6A. QUALITY ASSURANCE CONTROL PROCEDURES

Volkert manages the quality of the design and construction of its programs by selecting experienced personnel who will set forth clear expectations for all the project team members, including documenting and communicating effectively between one another. Our team will work to ensure:

- Documents and design files are clear, complete, coordinated, and understandable.
- Documents and design files are based on sound engineering and construction principles.
- Deliverables have been prepared and submitted in accordance with the project scope of services.
- Services are provided in accordance with the contract's standard of care performed with the degree of skill and diligence ordinarily exercised by similar professionals under comparable conditions in similar localities.



Additionally, Volkert will follow our QA/QC throughout the duration of the building program or project. Define the preparation, checking and submittal process for project deliverables such as drawings, calculations, specifications and reports. The QA/QC Program will be prepared and implemented to:

- Ensure that independent QC is performed for each deliverable and QC comments are addressed.
- Ensure that the project objectives are met.
- Comply with established policies and procedures for the project.
- Comply with all established construction codes, standards, and guidelines.
- Confirm that the design is fully coordinated with other disciplines.
- Confirm that the plans are complete, accurate, and able to be constructed.
- Ensure that environmental and safety requirements are met.
- Ensure that the Contractor is constructing the project in compliance with the construction documents.
- Confirm proper commissioning and startup of equipment.
- Ensure our project team and management approach builds in quality on the front end, rather than fixing it on the back end.
- Confirm the right experienced personnel are assigned to the right project
- Ensure all members of our staff are committed to delivery quality by having each team member sign off on the project-specific QA/QC plan(s).
- Confirm our work continuously adds value to the Client through continual self-assessment, internal quality audits, and proactive client feedback.

# 7. ADDITIONAL DATA



## 7. ADDITIONAL DATA

### 7A. DIFFERENTIATORS TO BENEFIT THE CITY

**WE ARE EXPERIENCED.** Our team brings more than 100 years of combined experience serving as Owner's Representatives and project managers for local and state governments. What distinguishes Volkert is our ability to pair national depth with practical local leadership. For more than a century, we have helped public-sector clients deliver complex capital programs and civic facilities with accountability and care. Our experience includes billions of dollars in municipal, institutional, educational, and community-focused improvements. Equally important, our Central Texas leaders bring direct experience working with public owners, staff, elected officials, and community stakeholders to move projects forward efficiently while meeting public expectations.

**WE ARE A COMMITTED PARTNER.** We understand this assignment requires more than technical oversight. It requires a trusted partner who will protect the City's interests, support sound decisions, and help deliver a successful project with discipline, transparency, and responsiveness. Our team is prepared to guide the process from early planning through design, construction, move-in, and warranty coordination, allowing City leadership to stay focused on serving the community. We reduce risk, strengthen decision-making, and provide clear, actionable insight at every stage.

**WE KNOW CENTRAL TEXAS.** Led by James Snow, Senior Project Manager, our team brings a strong owner-side perspective and proven municipal project leadership in Central Texas. Mr. Snow's 15 years of experience serving as project executive and owner's representative on public projects for the City of Austin reflects a clear understanding of how to work effectively with City staff, Council, and community members to advance libraries, parks, fire stations, and other civic facilities.

**WE ARE COMMITTED TO SUSTAINABILITY.** Our team understands the local soil conditions, tree preservation priorities, environmental context, and construction methods needed to deliver a successful project. Our goal is to create a facility that meets the service and functional needs of the community and staff while fitting thoughtfully into the Rollingwood community.

**WE ARE DEDICATED TO MAINTAINING OUR CULTURE.** Volkert continues to adapt to a changing world and its challenges, but our core commitments remain constant: serving according to our mission, vision, and values; driving innovation; and pursuing excellence.

### MISSION

- To **serve** the public
- To **serve** our clients
- To **serve** our employees
- To **serve** our profession
- To **serve** our communities



### VISION

Volkert is a professional services firm committed to employee ownership and serving our clients in the transportation, energy, program management, and urban infrastructure markets.



### VALUES

 Safety	 Ethics
 Quality	 Service



### EXPERIENCE WITH LOCAL GOVERNMENT

Volkert has extensive experience working with various local governments. In addition to the specific knowledge that comes from serving agencies across the state, Volkert has successfully managed over \$6B in public and private projects nationwide, including working with federal lands, school boards and districts, states, cities, and municipalities. Most of our projects involve managing multiple entities with private developers, parks departments, the General Services Administration, and the U.S. Army Corps of Engineers. We understand the project and construction management role and what it takes to deliver a project by managing the designer, builder, state and local government agencies, and other entities involved.

# 8. ACKNOWLEDGMENT OF ADDENDA/REQUIRED FORMS



## 8. ACKNOWLEDGEMENT OF ADDENDA | REQUIRED FORMS

### 8A. ACKNOWLEDGEMENT OF ADDENDA

#### ADDENDUM #1: JUNE 1, 2026



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.



[volkert.com](http://volkert.com)

