



**Delivering Reliable  
Project Management  
Services**



# Owner's Representative Services

City Hall Improvements

City of Rollingwood, TX  
June 8, 2026 | 10:00 AM



June 8, 2026

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

**RE: RFQ – Owner’s Representative Services for City Hall Improvements**

Dear Selection Committee,

The City Hall Improvements Project is a significant investment in Rollingwood’s future. It will offer a modern civic hub that supports City operations, improves public engagement, and unifies police and fire services in an efficient environment. Johnson, Mirmiran & Thompson, Inc. (JMT) offers owner’s representative expertise in municipal facility projects from concept to closeout. JMT leads scope definition, procurement strategy, cost validation, and contractor oversight, providing the City and Travis County Emergency Services District No. 9 (ESD) with clear decisions and disciplined control of schedule, budget, and risk throughout the project.

- » **Delivering Quality Projects On-Time:** JMT is well-positioned to assist the City of Rollingwood with extensive experience in managing facility projects and a dedicated team of project management professionals. Our approach fosters robust communication and collaboration among owners, staff, and all stakeholders, ensuring seamless execution and the project’s success. By leveraging advanced project management tools and techniques, we are committed to delivering timely and cost-effective solutions that meet the city hall’s specific needs.
- » **Proven Owner Representative Experience:** We bring direct experience guiding municipalities through projects that require early decision-making, including renovation versus new construction, needs assessment, delivery method selection, and budget validation. For the City of Cedar Park Public Library, JMT managed scope, budget validation, and construction oversight to deliver a civic facility aligned with stakeholder expectations. Our Project Manager, Gabe Martinez, LEED AP, has expertise in overseeing the construction of modern municipality facilities, including the Cedar Park Public Library. Gabe brings valuable regional familiarity and understands the unique context of Rollingwood’s location between Westlake Hills and Austin.
- » **Austin-Based Project Leadership:** Our Austin-based team offers local expertise and strong familiarity with local regulations, supported by successful project delivery across Central Texas. Located eight minutes from 403 Nixon Drive, our team provides immediate, same-day site presence and in-person coordination with City staff and Council. This proximity allows us to quickly resolve issues, support time-sensitive decisions, and maintain consistent project momentum.

**We acknowledge receipt of Addendum No. 1.** We appreciate the opportunity to partner with the City of Rollingwood and ESD on this important initiative. JMT is ready to serve as a trusted advisor and advocate, ensuring the successful completion of the City Hall Improvements Project. If you have any questions, please don’t hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Jennifer Shell'. The signature is written in a cursive, flowing style.

Jennifer Shell, PE, PMP  
Principal in Charge  
**P:** (737) 243-1939 | **E:** jshell@jmt.com

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# Firm Description



# Firm Description

Johnson, Mirmiran & Thompson, Inc. is a 100% employee-owned firm currently ranked #45 on the Engineering News-Record's (ENR) list of the Top 500 Design Firms. For more than 50 years, JMT has served public and private agencies throughout the U.S., providing owner representation through program, project, and construction management (PM/CM) services.

JMT has provided program, project, and construction management services valued at nearly \$7 billion nationwide in the past five years. Our projects have won fifteen CMAA Project Achievement Awards for outstanding outcomes in budget, schedule, quality, safety, innovation, and client satisfaction. JMT offers the staff, capabilities, and resources of a national firm while maintaining the personal touch and service of a local firm.

JMT's project and construction management experience includes the recently completed \$31 million Cedar Park Public Library, which was 60% larger than the previous library, and the \$106 million Hays County Bond Program, consisting of two facilities at two separate sites, requiring extensive staff relocation coordination. JMT's experience also includes the high-profile five-year Texas Facilities Commission \$581 million Capitol Complex, Phase 1, and the Texas Department of Transportation's \$306 million Austin District Campus consolidation project. This extensive experience demonstrates our capability to handle projects efficiently, ensuring we can deliver exceptional results within the desired timeline and budget.

In Texas, JMT has grown alongside our clients, expanding our support to cities, counties, special districts, and local and state agencies throughout the state. With nine strategically located offices in Austin, Round Rock, McKinney, Longview, Tyler, El Paso, Houston, San Antonio, and Shiner, our team of more than 260 professionals is positioned to respond quickly and effectively to local needs. This statewide footprint ensures we understand Texas-specific design criteria, funding requirements, and regulatory processes, while also providing clients with the technical depth and specialized expertise of a national firm through our ONE-JMT delivery approach.

## FIRM NAME:

Johnson, Mirmiran & Thompson, Inc. (JMT)

## FIRM ADDRESS AND PRIMARY OFFICE:

2600 Via Fortuna, Ste. 575, Austin, TX. 78746

## POINT OF CONTACT:

Gabe Martinez, LEED AP | Project Manager  
(210) 705-1038 | gmartinez2@jmt.com

## CORPORATE OFFICE:

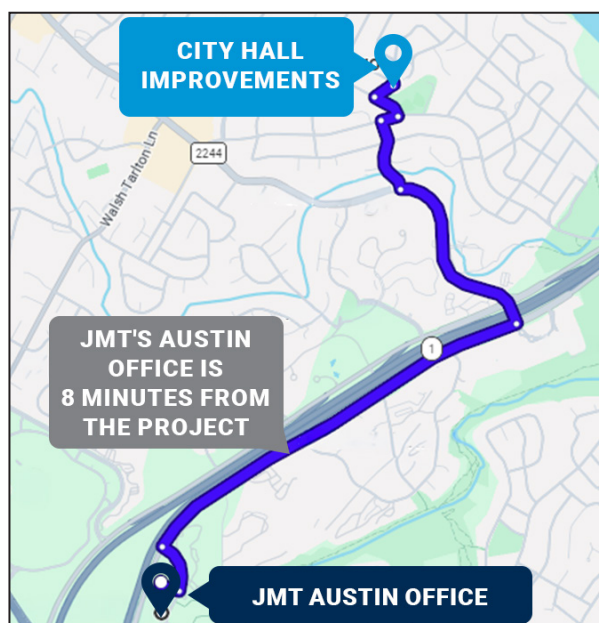
40 Wight Ave, Hunt Valley, MD 21030

## YEARS PROVIDING OWNER REPRESENTATIVE SERVICES:

33 Years

## ORGANIZATIONAL CHART:

Our key staff organizational chart is in the Project Team and Qualifications section to clearly present team roles and qualifications.



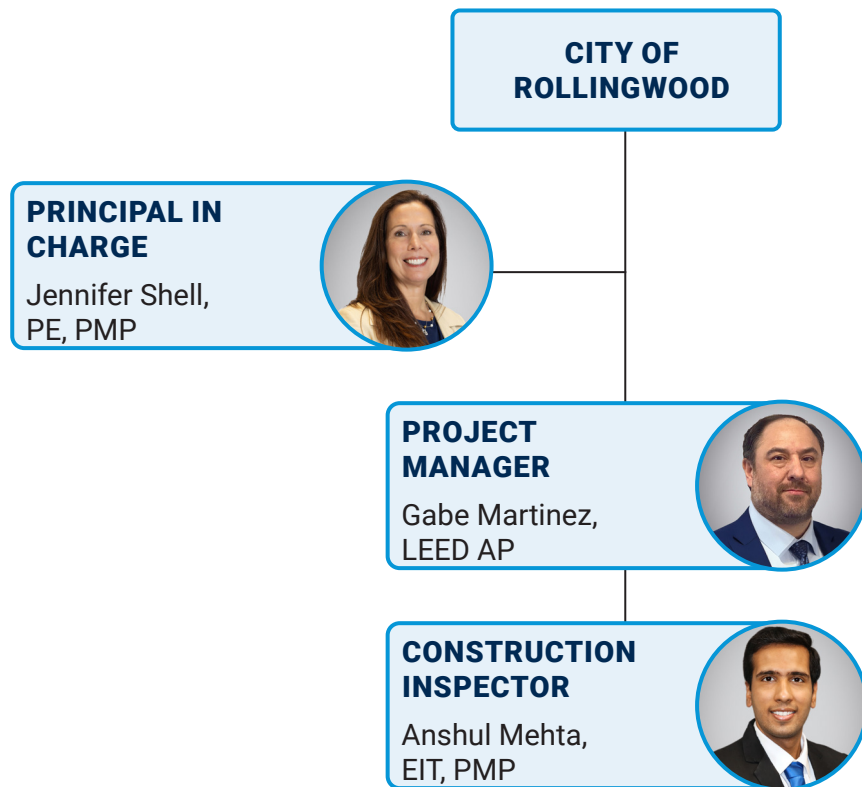
|                                |                                  |                                      |   |                              |  |
|--------------------------------|----------------------------------|--------------------------------------|---|------------------------------|--|
|                                |                                  |                                      |   |                              |  |
| <b>55</b><br>Years in Business | <b>15</b><br>CMAA Project Awards | <b>33+</b><br>Years in the Southwest | <b>\$2.1B</b><br>Texas Facilities Portfolio | <b>125+</b><br>Texas Clients | <b>115+</b><br>Texas Facilities Projects |

# Project Team and Qualifications



# Project Team and Qualifications

Assembling the team that is best suited for the job is a pillar of our success. We have done just that by matching the technical requirements as well as the needs and expectations of our clients in the selection of our team. Based on our knowledge and understanding of your project, our experience in the design and construction of facilities, and a diverse array of internal and external stakeholders; we offer a highly credentialed staff that makes our selection as your Owner Representative the best choice for the City of Rollingwood.



## JENNIFER SHELL PE, PMP - PRINCIPAL IN CHARGE

Jennifer brings over 25 years of experience in all phases of project management to her role as Office Leader for our Austin Office. As Principal in Charge, Jennifer provides strategic direction and ensures alignment with the City’s objectives, budget, and timeline. She oversees client contract negotiations, resource allocation, risk management, and quality control, and provides leadership guidance to the team.

## GABE MARTINEZ, LEED AP - PROJECT MANAGER

Gabe Martinez will serve as the City’s dedicated Project Manager and single point of contact, providing consistent day-to-day leadership and direct coordination with City staff, Council, and stakeholders. He will work closely with the owner and stakeholders to understand their project needs and expectations. He will coordinate the project team’s efforts, manage schedules and budgets, and ensure tasks are completed on time and within scope. He will monitor risk, proactively identify and address potential issues, and keep the owner informed of any changes or challenges. He is the key liaison between the City, ESD, the design team, and contractor, ensuring smooth communication and timely resolution of any problems. He will ensure the project adheres to all regulatory requirements and quality standards.

## ANSHUL MEHTA, EIT, PMP - CONSTRUCTION INSPECTOR

With nine years of experience, Anshul will support the project manager and the city with on-site inspections, reporting, construction administration, and quality management. Anshul supports the project by developing detailed project cost estimates, forecasts, and financial reports. He monitors expenditures to ensure they align with the approved budget. Anshul will also track project milestones, identify potential risks, and provide recommendations to mitigate any delays or cost overruns. He plays a key role in generating progress reports, analyzing data, and providing insights to the project team and client, helping to make informed decisions.



# Jennifer Shell, PE, PMP

Ms. Jennifer Shell is a professional engineer with a diverse background and 25 years of experience providing owner representation services for municipalities. She has managed more than \$100 million in design and construction projects with aggressive schedules and public impacts that consistently require prompt conflict resolution. She has supported several local cities, counties, and agencies with owner representation services and has a thorough understanding of the local, state, and federal regulations.

## REGISTRATIONS

Registered Professional Engineer Texas #91159

Project Management Professional National #3848358

## EDUCATION

MS, Civil Engineering, Texas A&M University

BS, Hydrological Sciences, University of California

## YEARS OF EXPERIENCE

25

## YEARS WITH JMT

9

## LEVEL OF EFFORT

10%

## RELEVANT CAPABILITIES

- » Project and Construction Management
- » Procurement Process
- » Design Management and Review
- » Schedule Management and Review
- » Budget Management and Review
- » Document Control
- » Pay Application Review
- » Contract Negotiation

## RELEVANT EXPERIENCE

### Multiple Facilities Improvement Projects, City of Killeen | Killeen, TX.

**Senior Project Manager.** JMT is currently assisting the City of Killeen as an Owner’s Representative on several upcoming design-build projects, including an evidence storage building, a grounds maintenance facility, and a new 56,000 SF fleet service facility. As the Senior Project Manager, Jennifer oversees the coordination and management of all aspects of the proposed projects, including procurement, outreach, budget, schedule, and regular updates to City staff and Council. She works closely with the City’s project manager and stakeholders to ensure that project goals and objectives are met. She manages and mitigates risks, monitors progress, and makes necessary adjustments to keep the program on track. Additionally, she facilitates effective communication and collaboration among team members and stakeholders, and is responsible for the program's closeout, ensuring that all necessary documentation and final approvals are obtained.

### Public Safety Training Center, City of Cedar Park | Cedar Park, TX.

**Principal in Charge.** The \$30 million, 34,000 SF Public Safety Training Center is a new construction project that will house office spaces, classrooms, an operations center, real-world training applications, and an apparatus bay for emergency and fire vehicles. As Principal in Charge of the Public Safety Training Center in Cedar Park, Jennifer coordinates project staffing, conducts monthly reports, and ensures successful project delivery. She works closely with the City to ensure their project goals are identified and reflected in the work completed.

### Montopolis and Northwest Pool Replacement, City of Austin | Austin, TX.

**Project Manager.** Jennifer functions as the Owner’s Representative for the Parks Department on two major pool renovation projects. The \$20 million program requires collaboration with the design and construction manager-at-risk teams, the public, and multiple city departments. The projects began with a conceptual phase that required neighborhood input and budget verification. Renovations include improvements to existing bathrooms and mechanical systems, and new pools, decks, bathrooms, and pool features. Jennifer ensured the design team followed City specifications and guidelines, and documented and obtained approval for any deviations. Jennifer responsibilities include guiding project scope, budget, and schedule; facilitating communication among stakeholders; supporting timely decision-making; monitoring project progress; and helping resolve issues that could affect cost, quality, or timeline. She also works to ensure compliance with City standards, manages action items, and provides regular updates to maintain alignment and accountability throughout the projects.



# Gabe Martinez, LEED AP

## PROJECT MANAGER

Mr. Gabe Martinez, LEED AP, is a Project Manager with extensive experience in architecture and construction project management. He has worked with government, educational, commercial, healthcare, institutional, historic preservation, hospitality, residential, and industrial sectors. He is experienced with local, state, and federal regulations and understands procedures required to manage projects on time and within budget.

## RELEVANT EXPERIENCE

### **Bexar County Renovations, Bexar County | San Antonio, TX.**

**Project Manager.** Gabe oversaw the construction process for the \$2.4 million, 6,640 SF, 14-phase renovation of the active Bexar County Courthouse. His responsibilities included managing the budget and schedule, reviewing materials, and ensuring the construction site was safe and secure, and that all materials used complied with building codes and regulations. He maintained daily reports and completed the required project documents. Gabe coordinated the activities of other project personnel, including subcontractors and suppliers, and interacted with the owner to provide updates on the project's progress. He was also responsible for preparing project reports, reviewing team performance, and providing technical advice. He addressed all areas of concern promptly and to the owner's satisfaction.

### **Public Safety Training Center, City of Cedar Park | Cedar Park, TX.**

**Project Manager.** The \$30 million facility will centralize training for police, fire, and emergency management personnel, fostering collaboration and preparedness. The project spans nearly 35,000 SF and includes a Main Training Facility with classrooms, offices, and the city's first Emergency Operations Center; a fitness and simulation training building for physical training and realistic skill simulations; and an apparatus bay for emergency vehicle storage and readiness. Extensive site development will integrate the facility into the community with utilities, parking, and landscaping. Gabe assists the City with construction management services from daily inspections, quality control deficiency identification and monitoring, coordinating with designers and contractors, and providing monthly and weekly reports.

### **RECREATE Center, City of Cedar Park | Cedar Park, TX.**

**Project Manager.** The \$4 million renovation project consists of remodeling the former public library building into a multifunctional space for the city. The facility will provide rentable space and support a range of programs, including dance, fitness and exercise classes, theater, art, senior activities, homeschool educational sessions, and an indoor children's play area. Gabe acts as the owner's representative during construction, managing daily project activities and serving as the liaison among the City, contractor, and design team. He conducts on-site inspections throughout all construction phases to ensure work complies with contract documents, approved plans, and applicable codes.

## REGISTRATIONS

LEED Accredited Professional

## EDUCATION

MA, Architecture, University of Texas at San Antonio

BS, Architecture, University of Texas at San Antonio

## YEARS OF EXPERIENCE

26

## YEARS WITH JMT

3

## LEVEL OF EFFORT

75%

## CERTIFICATIONS/ TRAINING

OSHA 30 HR

## RELEVANT CAPABILITIES

- » Project and Construction Management
- » Construction Inspections
- » QA/QC Procedures
- » Design Management and Review
- » Procurement Process
- » Constructability Review
- » Contract Negotiation
- » Schedule Development and Review
- » Pay Application Review
- » Change Order Review



# Anshul Mehta, EIT, PMP

## CONSTRUCTION INSPECTOR

Mr. Anshul Mehta is a Construction Inspector with nine years of hands-on experience supporting public-sector building and infrastructure projects from planning through closeout. Anshul brings a disciplined, data-driven approach to project delivery, with strengths in cost and schedule control, earned value analysis, construction administration, and quality management.

### RELEVANT EXPERIENCE

#### **Cedar Park Public Safety Training Facility, City of Cedar Park | Cedar Park, TX.**

**Assistant Project Manager.** The \$30 million project features a 17,000 SF main training facility with classrooms, a 10,000 SF fitness and simulation training building (Tactical Building), and a 7,700 SF apparatus bay for emergency vehicles. The project also includes substantial site work for new utilities. The facility serves as a regional training hub for the fire department, police, and other emergency personnel. Anshul's role included daily site inspections, coordinating construction activities, project controls, and overseeing material testing for the buildings currently under construction. He assisted with stakeholder coordination, schedule management, reporting, budget control, and the identification and monitoring of quality control deficiencies. He managed RFIs and submittals, coordinated with vendors, and diligently tracked pay applications and contingency logs.

#### **City Hall and Municipal Court Upgrades, City of Cedar Park | Cedar Park, TX.**

**Construction Inspector** The city hall and municipal buildings were renovated to accommodate department relocations across 42,000 SF. Both buildings received finished upgrades, including new carpet, paint, and base. Building one also received a new canopy and landscaping along the main entry, enhancing its overall exterior appearance. Anshul's responsibilities included daily inspections and observations, project representation, quality assurance testing reviews, and constructability reviews. He also coordinated with the design architect, engineers, contractor, and City project manager to review project progress and quality assurance reports.

#### **RE|CREATE Multifunctional Facility, City of Cedar Park | Cedar Park, TX.**

**Construction Inspector.** The \$4 million remodel of the former public library will transform the space into RE|CREATE, a multifunctional facility for all ages. The new facility will host events such as dance, fitness, and exercise classes; theater productions; art activities; senior programs; educational sessions for home schoolers; and an indoor play area for children. The scope includes limited demolition and new wall construction, with MEP, roofing, modernized finishes, and integrated audio/visual and IT systems to support virtual meetings and online programming. Anshul served as the owner's representative, performing on-site inspections and quality checks, payment application reviews, change order reviews, coordinating with the city, architect, and contractor, created reports and document control.

### REGISTRATIONS

Engineer in Training Texas  
#66828

Project Management  
Professional #3026537

### EDUCATION

ME, Construction  
Engineering and  
Management, Texas A&M  
University

BS, Civil Engineering,  
Mahakal Institute of  
Technology

### YEARS OF EXPERIENCE

9

### YEARS WITH JMT

6

### LEVEL OF EFFORT

50%

### CERTIFICATIONS/ TRAINING

OSHA-30

Procore Project Manager

### RELEVANT CAPABILITIES

- » Project and Construction Management
- » Schedule Reviews
- » Procurement Process
- » Construction Inspections
- » Pay Application Review
- » Change Order Review
- » QA/QC Procedures

# Regional Experience

In this section, we aim to highlight our regional experience that aligns with the requested services and qualifications required by the City of Rollingwood. These projects highlight JMT’s commitment to providing effective, transparent, and proactive owner’s representative services that protect the City’s interests, strengthen project outcomes, and ensure successful delivery from planning through closeout.



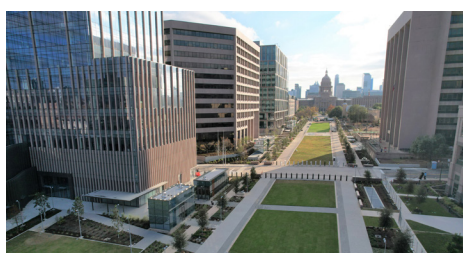
**Dripping Springs Community Library**



**CASA Training and Support Center**



**Hays County Public Safety Building**



**TFC Capitol Complex, Phase 1**



**Red Oak Fire Station No. 3**



**Cedar Park Public Library**



**Georgetown Public Safety Center**



**Austin Aquatic Centers**



**Washington County Road/Bridge Facility**

## STAFFING AND AVAILABILITY

JMT staffs this project with our Austin-based team, providing local, senior-level leadership and dedicated support to meet the RFQ schedule and deliverables. We manage procurement, design coordination, cost control, and construction oversight concurrently while maintaining schedule discipline and clear communication with the City. Our Austin office completes projects in-house and supports in-person coordination, enabling timely decision-making and efficient project execution. With a balanced workload, our team has the capacity and flexibility to deliver this assignment without impacting existing commitments.

As Project Manager, Gabe leads day-to-day operations and coordinates with the City, design team, and contractors to maintain progress against key milestones. His regional experience and familiarity with Central Texas support proactive issue management and consistent project momentum from initiation through closeout.

## KNOWLEDGE OF REGULATIONS AND LOCAL CONDITIONS

JMT’s Austin-based team understands local, state, and federal requirements, including building codes, permitting, environmental compliance, and drainage regulations. We have extensive experience working within the Edwards Aquifer Recharge Zone. Our staff routinely navigates watershed protection requirements, environmental constraints, and agency coordination to advance projects efficiently while maintaining compliance.

This expertise is reinforced by our local presence, which supports responsive coordination and informed decision-making aligned with Rollingwood’s development context. The City Hall site’s hill country setting is defined by mature trees and limited space for expansion or relocation, requiring thoughtful planning. JMT brings proven experience in complex projects to optimize space, functionality, and long-term value.

# Scope of Services



# Scope of Services

As Owner Representatives, JMT serves as an agent of the City's team, leading every phase of project management from planning through closeout. While others deliver design and construction, we coordinate all efforts to ensure alignment with the City and ESD's objectives and drive the project to a successful, timely completion.

## COMMUNICATION

JMT develops a comprehensive communication plan to support clear, consistent communication with City staff, ESD, stakeholders, designers, and contractors from initial programming and design through procurement, construction, and closeout. The plan establishes communication protocols, meeting cadence, reporting requirements, and standards for tracking decisions, action items, scope, budget, and schedule. It also defines lines of authority and coordination among team members, the City, and ESD to promote timely decisions and accountability throughout the project. JMT supports transparency by preparing meeting agendas and minutes, maintaining key logs and project records, and providing phase-appropriate progress reporting tailored to the needs of planning, design, and construction.

## PROJECT DEFINITION

JMT will lead a due diligence and planning effort to define, validate, and refine the project program. This phase includes a detailed evaluation of the City's preliminary needs assessment to confirm space requirements, operational adjacencies, and functional objectives. We will coordinate with City staff and the Westlake Fire Department's Fire Chief and District Chiefs to understand user requirements and help ensure the facility is planned and designed to support its intended functions. Based on these conversations, JMT will further develop program requirements, including fire station operational needs and associated facility criteria.

## PROJECT DELIVERY ANALYSIS

JMT will perform a comparative analysis of feasible alternatives, including renovation and new construction scenarios, supported by preliminary planning activities, conceptual layouts, and high-level development cost estimates. The evaluation will include all project-related costs, such as staff relocation and temporary operations, to establish a comprehensive and defensible project budget. JMT will synthesize these findings into a formal recommendation to City Council, identifying the best-value alternative that meets the City's program requirements, aligns with operational needs, and remains within the established budget parameters while minimizing risk.

## PROJECT MANAGEMENT PLAN

Our detailed Project Management Plan (PMP) outlines objectives, milestones, and strategies for success. Project managers rely on it to navigate challenges with proactive risk management. Every PMP is produced based on our scope of work, the project's size and complexity, and in close coordination with our clients.



JMT has delivered projects using Design-Bid-Build, Competitive Sealed Proposals, Construction Manager at Risk, Design-Build, and Job Order Contract methods. Our project managers have learned from both successes and setbacks, enabling us to share insights on project goals, constraints, risks, and the pros and cons of each delivery.

## PRE-CONSTRUCTION

### KICKOFF MEETING

JMT will initiate pre-construction services with a kickoff meeting to align the project team on scope, schedule, roles, communication protocols, and decision-making procedures based on the selected project approach. We will establish project controls, confirm lines of authority, and implement document management, reporting, and coordination procedures to support efficient execution. JMT will review available baseline documentation, including design criteria, site information, and existing conditions, to identify any remaining data gaps that may impact project progression. We will coordinate with the City, ESD, and stakeholders to establish next steps, define immediate priorities, and position the project for a smooth transition into design and procurement.

### PROCUREMENT AND BIDDING SUPPORT

JMT supports the City across all aspects of procurement, including the development of RFQ/RFP documents, bidding, and evaluations for architects, contractors, subcontractors, and supporting professional services. Leveraging extensive public-sector procurement experience, JMT prepares clear, compliant procurement documents that define project goals, scope, and evaluation criteria to attract qualified teams and streamline the selection process.

JMT coordinates with the City, ESD, and selection committees to manage procurements from advertisement through award, including facilitating pre-bid conferences, distributing bid packages, responding to inquiries, and leading a structured, criteria-based evaluation of qualifications and bids. Our team provides objective recommendations, ensuring selections align with project priorities, budget, and schedule.

### CONTRACT NEGOTIATIONS

JMT supports contract negotiations, working closely with City staff, ESD, and legal counsel to mitigate risk, clarify scope and terms, and ensure agreements protect the City's interests. Our team supports negotiations with the architect, contractor, subcontractors, and specialty consultants to establish fair, balanced contracts that promote accountability, minimize disputes, and support efficient project delivery.

### SCHEDULE DEVELOPMENT

Master schedule development begins with the City's target start and completion dates. We then review the project scope, procurement process, site logistics, delivery method, labor and material availability, and other factors that may affect completion to identify required activities and estimate their durations. These activities are then organized logically to define their sequence and relationships.

### RISK MANAGEMENT

JMT creates a project-specific risk register to identify, track, and manage risks that may affect the project. This living document captures each risk, assesses its likelihood and severity, and guides risk management throughout the project. JMT uses it to address technical, financial, procurement, and policy risks and define mitigation measures that protect safety, budget, schedule, and quality. JMT reviews the risk register with the City and the architect and updates it weekly during construction to support proactive risk management.

### COST ESTIMATING

JMT provides detailed cost estimating and cost management services, including budget verification, expenditure tracking, change-order pricing, and evaluation of acceleration, delay, scope changes, and cost-to-complete impacts. We use disciplined cost control to explore alternatives before accepting overruns through daily monitoring and ongoing evaluation of remaining work. Our services include codes of account, schedules of values, progress payment review, change orders, claims management, estimates to complete, construction cost estimates, engineer's estimates, independent change order estimates, and value engineering.

### VALUE ENGINEERING

JMT provides value engineering services through constructability reviews, construction negotiations, discussion of change order proposals, and field change directives. JMT's value engineering includes design reviews, evaluation of options by a multidisciplinary team, knowledge of local materials and local expertise, a deep understanding of how decisions affect certification, and substantial cost-estimating capabilities.

## CONSTRUCTABILITY REVIEWS

JMT reviews all deliverables. We create a full report to address comments and support the design and construction efforts. JMT reviews deliverables for the following items:

- Adherence to the City’s programmatic needs
- Conformance to the City’s design standards
- Design conflicts and clashes
- Design gaps and completeness at each level
- Discipline review and clarity
- Cost estimate reviews at each level of design
- Overall project schedule and construction phasing to minimize disruptions
- Consideration of pedestrian, ADA, and vehicular traffic requirements
- Assessment of utility clearances and permit requirements

## PRE-CONSTRUCTION MEETINGS

JMT will lead preconstruction meetings by establishing the agenda, coordinating participation, facilitating discussion of roles, procedures, schedule, site logistics, safety, communication protocols, and key project requirements, and documenting decisions, action items, and responsibilities in meeting minutes that we will distribute and maintain.

## CONSTRUCTION

### OWNER, ARCHITECT, AND CONTRACTOR (OAC) MEETINGS

JMT advocates frequent meetings throughout the project because they are essential for identifying, discussing, tracking, and resolving critical issues. We will lead weekly progress and coordination meetings with the owner, designer, and contractor to review action items, proposed resolutions, responsible parties, and any pending or emerging concerns. These meetings will also cover submittals, RFIs, change orders, and nonconformance issues, with response times tracked and discussed. Representatives from applicable departments, the architect, key subconsultants, and contractors will participate as needed. We will also coordinate attendance by other stakeholders, prepare meeting minutes, and file all records in the project management software.

### SCHEDULE MANAGEMENT

During construction, JMT will monitor schedule performance against the baseline schedule by analyzing current progress, forecasting impacts, and tracking key milestones through substantial completion. We will periodically review schedule logic to identify improvement opportunities and evaluate significant changes, particularly those affecting the critical path, so the team can develop appropriate contingency plans. JMT will also use a monthly schedule variance table to show schedule gains or slippage and summarize the cause and responsibility for each change.

## Cedar Park Public Library

### RESPONSIVE, RELIABLE, ALWAYS AVAILABLE

JMT is a partner Cedar Park consistently counts on for immediate support and follow-through. Led by Gabe Martinez, who served as Cedar Park’s consistent day-to-day point of contact, ensuring continuity and rapid response.



## EARNED VALUE ANALYSIS (EVA)

JMT will use EVA, consistent with PMI and CMAA guidance, to measure project progress. EVA provides a high-level view of project status by comparing earned value with planned value and identifying performance trends against the schedule.

- If the contractor falls behind schedule, JMT will require a recovery plan to bring the work back on track.
- The contractor will prepare a weekly two-week look-ahead schedule with input from project superintendents.
- Any contractor request for additional days must include supporting justification and an updated CPM schedule and be submitted within one week of the delay event.

By reviewing the contractor’s monthly schedule updates and these control measures, JMT can identify potential delays early, forecast the completion date, and evaluate recovery options so corrective action can be taken promptly.

## CHANGE ORDER REVIEWS

JMT will thoroughly review each potential or proposed change to identify undisclosed issues that could affect cost or schedule and determine whether alternative solutions are available. Change management will be carried out collaboratively with input from all relevant team members. We will follow the City’s change order procedures and use timely, efficient methods to record, track, and report change orders in an auditable, verifiable, and transparent manner.

## PAY APPLICATION REVIEWS

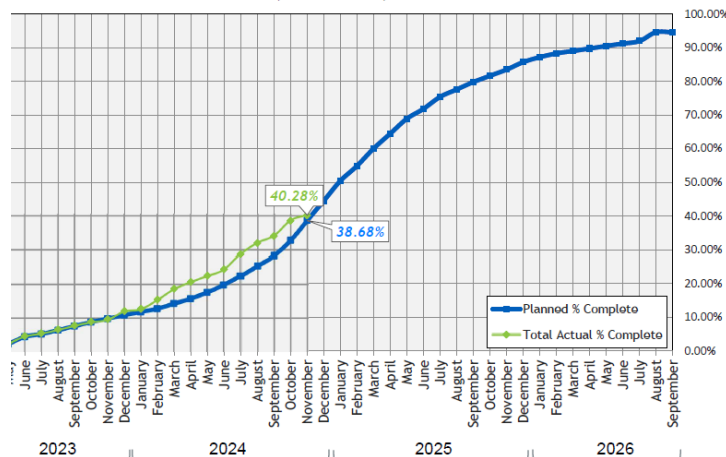
JMT will verify that the contractor’s payment applications follow established procedures. We will review each request against the schedule of values, completed work, and materials or equipment delivered to the site but not yet incorporated into the project. We will also prepare a standard report with recommendations for the City on any incomplete or inaccurate payment applications.

## DAILY AND MONTHLY REPORTING

Daily reports will address the day-to-day activities on the construction site. Monthly reports will summarize project activities from the time JMT is hired until the project is closed. Our monthly reports will include an executive summary, project status, project photos, construction budget and costs, earned value analysis with an S-Curve, schedule analysis, and pending items needing attention.

EL PASO WATER HEADQUARTERS

Planned vs Actual Progress  
(Based on Rev. Contract Amount = \$67,830,097)  
Updated Substantial Completion - 9/26/26

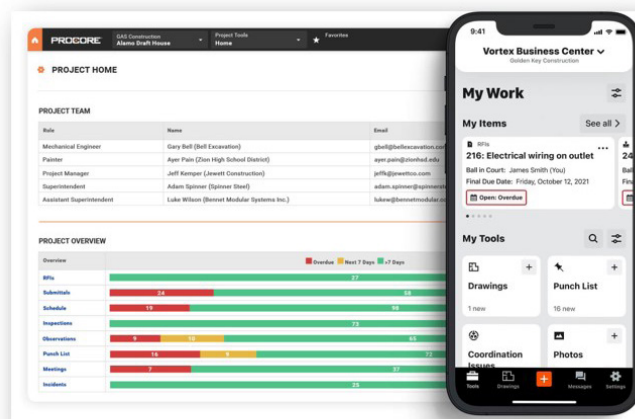


Earned Value Analysis Sample

## PROCORE

Procore is a project management software that provides 24/7 accessibility to approved team members via the Internet on any computer, tablet, or smartphone, facilitating the management of various construction documents. These documents include the construction schedule, drawings, specifications, request for information (RFI), field change directives, meeting minutes, pay applications, submittal reviews, change order proposals, architectural supplemental information (ASI), monthly reports, observations, non-compliance notices, and punch list items.

Procore enables our inspection team to quickly generate inspection reports and on-site non-conformance observations, minimizing communication delays. JMT has also used Procore to keep track of field changes using the software's built-in markup tool. Procore enables us to facilitate communication and thoroughly capture, analyze, and present data in formats applicable to the various stakeholders.



Procore offers easy accessibility and document control.

## CONSTRUCTION MANAGEMENT AND INSPECTION

JMT will represent the City during construction and provide oversight. Our construction administration and inspection services include coordinating the work of the contractor, architect, materials testing company, utility companies, equipment suppliers procured directly by the City (if any), and other project stakeholders, and retaining project documentation and providing periodic reports.

JMT monitors the progress of all construction stages, from planning through submittal, inspection, acceptance, and payment of work. Therefore, an effective process for managing the completion of the construction phase is one that:

- Constantly updates City staff and stakeholders on project status and controls
- Monitors construction activities to ensure work is performed in a safe environment
- Ensures adequate architect and contractor resources are assigned to meet the project schedule
- Ensures materials, equipment, and work conform to the construction documents and approved changes
- Ensures requests for information and contract changes are addressed promptly and thoroughly by the team
- Considers constructability, compatibility, cost-effectiveness, and availability of materials, assemblies, and building systems
- Notifies appropriate parties of project changes

With JMT's office within 10 minutes from the project site, our team can provide responsive support throughout construction.

## FF&E MANAGEMENT PLAN

JMT will implement a comprehensive FF&E Management Plan to coordinate furnishings, fixtures, equipment, and technology systems throughout the project lifecycle. Because furniture procurement and specialized equipment, especially IT and AV systems, often require long lead times, JMT will work proactively with the City to identify requirements early, define procurement responsibilities, and set clear timelines for ordering, delivery, and installation.

Our team will monitor long-lead items by tracking procurement dates, submittal status, and scheduled installation, and will coordinate efforts among contractors, vendors, and equipment suppliers. JMT will develop and maintain an FF&E Responsibility Matrix to clearly assign purchasing, delivery, and installation roles. We will also manage IT, AV, and other owner-procured systems to ensure they integrate smoothly with construction activities.

This proactive planning and tracking will ensure all components are delivered, installed, and operational according to project milestones, supporting a seamless and fully coordinated move-in without unexpected delays.

## SITE SAFETY PLAN

JMT will ensure the contractor develops and maintains a Site Safety Plan appropriate for a city hall site adjacent to residential and playground areas. The plan will address site isolation, lighting, security, accessibility, pedestrian safety, swing space, and travel routes.

JMT will monitor health, safety, and environmental activities and verify that the contractor provides adequate safety oversight to comply with applicable laws, regulations, and project protocols. We will place strong emphasis on site safety, traffic control, and delivery coordination to reduce the risk of accidents, delays, and near misses. Our OSHA-trained field staff will identify hazardous conditions and practices, notify affected personnel of any imminent danger observed, and report concerns through the project chain of command. We will also verify that construction logistics are planned and managed to safely accommodate nearby facilities and maintain clear communication.

## City of Austin Neighborhood Pools

### A TRUSTED OWNER'S REPRESENTATIVE

JMT was selected on two contracts to provide Owner's Representative services across four facilities, demonstrating repeat client confidence in delivering the similar services for Rollingwood's City Hall Improvements project.



## MATERIALS TESTING

All materials testing will be coordinated between the contractor and JMT. JMT will have the authority to request testing if any work does not conform to specifications. JMT will review the materials testing laboratory results and invoices for the City and keep a record of the required retests. JMT will inform the City of any non-conformance to specifications.

JMT issues pre-punch lists during construction as each phase is completed. We will proactively list items that are not compliant, even if the job is not complete, to give the contractor a head start on achieving the quality of construction expected in the specifications. These pre-punch lists can begin as early as slab-on-grade placement, rough framing, and MEP rough-in.

## CLOSEOUT

### PRE-CLOSEOUT MEETING AND PRE-PUNCH LIST

JMT schedules a project closeout meeting well in advance, but not less than a month before the project's anticipated end date. During this meeting, the pre-punch list and acceptance processes are reviewed, deficiencies in the project records are addressed, and responsibilities and due dates are assigned. Follow-up meetings are crucial to ensure the project is properly closed out.

### PROJECT CLOSEOUT AND WARRANTY COORDINATION

JMT confirms that the contractor provides as-built documents, maintenance manuals and programs, warranty information, spare parts lists, lists of contractors and installers, and all operating procedures developed during start-up. The contractor will provide electronic copies of these materials to the City. JMT will also conduct a warranty review at site 11 months after substantial completion and submit a report identifying items requiring warranty attention.

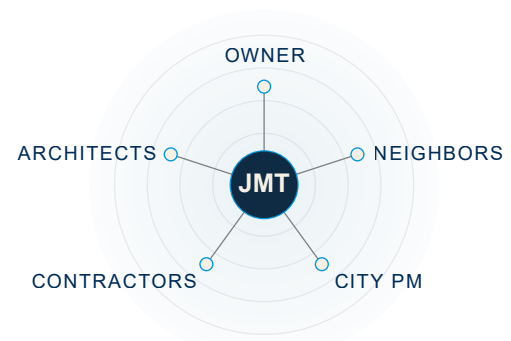
### SUBSTANTIAL AND FINAL COMPLETION

JMT coordinates a walk-through with the City, A/E, and contractor to develop a final punch list. JMT verifies that all items on the punch list are completed or corrected and makes recommendations concerning substantial completion and acceptance. JMT assists with coordinating maintenance procedures and training operators and maintenance staff as required.

## WE LEAD THE PROCESS

# Your advocate, ahead of the curve.

JMT organizes the planning effort and works collaboratively with all stakeholders, architects and contractors — efficient, cost-effective oversight.



## AS YOUR PROJECT MANAGERS, JMT WILL —

*One point of contact connecting every stakeholder.*

|   |  |   |  |  |  |
|---|--|---|--|--|--|
| 01<br>                                  | 02<br>   | 03<br>  | 04<br>   | 05<br>   | 06<br>                                     |
| <b>ADVOCATE</b>                         | <b>COORDINATE</b>                                  | <b>CONTROL COST</b>                               | <b>RESOLVE</b>                                   | <b>DOCUMENT</b>                                    | <b>REPORT</b>                              |
| Your voice and single point of contact. | Leadership, communication and conflict resolution. | Review billing, changes and comparable estimates. | Track construction issues through to resolution. | Records, minutes, approvals and project close-out. | Status updates and best practices applied. |

# References



# References



## POLICE/NEIGHBORHOOD SERVICES AND CONVENTION CENTER RENOVATIONS

### City of Mesquite | Mesquite, TX

The City of Mesquite initiated facility renovations to enhance public services and operational efficiency by transforming a former Dallas County tax office into a dedicated training area for the police department, featuring multipurpose rooms, classrooms, offices, secure storage, open workspace, and conference rooms. The renovations includes newly constructed locker and shower facilities, with additional space remodeled for more City operations offices. Additionally, a 56,000 SF Convention Center remodel includes updates to ballrooms, breakout rooms, and restroom facilities, with improved lighting throughout all public-facing areas. The project also includes coordinating all construction activities with the convention center management company to ensure the facility remains open and operational throughout the renovation.

### VALUE ADDED BY EARLY OWNER ADVISOR INVOLVEMENT

JMT supported early needs assessment and programming with the client and design team, and worked with IT staff to ensure the design aligned with current technology standards. We encouraged the client to pursue initial environmental testing and asbestos abatement to inform early decisions. JMT also evaluated existing conditions by using RH probes to assess slab moisture and by performing selective demolition to confirm the integrity of existing waterproofing. These early efforts provided accurate information and helped mitigate risk.

### PROJECT INFORMATION

#### CLIENT CONTACT

Cliff Keheley, ICMA-CM  
 City Manager  
 (972) 216-6404  
[ckeheley@cityofmesquite.com](mailto:ckeheley@cityofmesquite.com)

#### COMPLETION

August 2026

#### COST

\$15 Million

#### TYPE

Renovation

#### SIZE

Office Remodel: 12,000 SF  
 Convention Center: 56,000 SF

#### DELIVERY

CMAR

#### JMT'S SERVICES

- » Owner Representation
- » Program Management
- » Pre-Construction
- » Construction Management
- » Closeout Procedures

### RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project directly relates to the Rollingwood City Hall Improvements through its integration of multi-department municipal functions, careful balance of public-facing and secure operational spaces, and successful adaptive reuse of existing facilities to enhance service delivery.



# CITY HALL BUILDINGS AND COURT RENOVATIONS

**City of Cedar Park | Cedar Park, TX**

The City of Cedar Park selected JMT as the owner representative and project manager for the City Hall Buildings One and Two and the Municipal Court renovation services. Portions of City Hall Buildings 1 and 2 were extensively renovated to accommodate department relocations, which were completed in multiple phases. Additionally, finish upgrades, such as new carpet, paint, and base, were completed throughout both buildings. The exterior scope of work for building 1 included a new canopy and landscaping for the main entry.

The project was completed on time within the nine-month timeframe and within the prescribed budget via the Competitive Sealed Proposal delivery method. The sole change order for the project was due to an unforeseen condition uncovered during the demolition phase. JMT’s detailed reporting and proactive approach provided continuous solutions to keep the project on schedule and within budget.

## PROJECT INFORMATION

### CLIENT CONTACT

Randall Lueders, P.E., PMP  
 Director of Engineering and Capital  
 Projects Engineering  
 (512) 401-5354  
[randall.lueders@cedarparktexas.gov](mailto:randall.lueders@cedarparktexas.gov)

### COMPLETION

August 2022

### COST

\$2 Million

### TYPE

Renovation

### SIZE

42,699 SF

### DELIVERY

CSP

### JMT’S SERVICES

- » Owner Representation
- » Construction Management
- » Team Coordination
- » Quality Control
- » Closeout Procedures

Since this initial contract with the City of Cedar Park, JMT has been reselected for three additional contracts to provide construction management services and on-site quality assurance for the new Cedar Park Library, the Public Safety Facility, and the RE|CREATE renovation project.

### RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project is directly applicable to Rollingwood’s City Hall Improvements, involving phased renovation of occupied municipal facilities, coordination across multiple departments, and consistent stakeholder engagement to maintain operations during construction.



# PUBLIC SAFETY TRAINING CENTER

City of Cedar Park | Cedar Park, TX

The City of Cedar Park enhanced its public safety infrastructure with a \$30 million Public Safety Joint Training Facility that serves as a centralized hub for training police, fire, and emergency management personnel. The facility, funded by the 2022 voter-approved bond program, was designed to foster improved collaboration, training, and preparedness for regional first responders.

The facility consisted of a 17,000 SF Main Training Facility that features classrooms, office spaces, and Cedar Park’s first-ever Emergency Operations Center (EOC), offering essential resources for managing large-scale emergencies. Also included is a 10,000 SF fitness and simulation training building equipped with facilities for physical training, as well as simulated real-world environments where first responders can hone their skills in realistic settings. The facility also included a 7,700 SF apparatus bay to accommodate emergency vehicles, this bay will house apparatus for both the Fire Department and Emergency Management teams, ensuring proper storage and readiness for emergency responses.

In addition to the core training facilities, the project involved significant site development work, including earthwork, utilities, water treatment systems, landscaping, parking lots, and sidewalks, ensuring that the new facility was fully integrated into the community and operationally efficient.

## PROJECT INFORMATION

### CLIENT CONTACT

Caleb Stockton  
Senior Project Manager  
Engineering and Capital Projects  
(512) 401-5352  
Caleb.Stockton@cedarparktexas.gov

### COMPLETION

April 2026

### COST

\$30 Million

### TYPE

New Construction

### SIZE

34,700 SF

### DELIVERY

CMAR

### JMT’S SERVICES

- » Owner Representation
- » Construction Management
- » On-Site Inspections
- » Quality Assurance
- » Stakeholder Coordination
- » Closeout Procedures

### RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project supports Rollingwood’s goals by demonstrating experience in delivering a multi-purpose municipal facility that integrates public safety functions, accommodates diverse user groups, and includes specialized operational spaces.



# RECREATE CENTER

## City of Cedar Park | Cedar Park, TX

The City of Cedar Park RE|CREATE project transforms the former public library building into a multifunctional space that offers rental opportunities and hosts a variety of programmatic services, including dance, fitness, and exercise classes, theater, art, senior programming, educational sessions for homeschoolers, and an indoor play area for children.

The project scope includes, but is not limited to, the addition of new classrooms and multipurpose rooms within a flexible open-concept area, a café/coffee bar, as well as upgrades to the children’s play area, theater, kitchen, office spaces, conference rooms, storage, and restrooms. Finishes throughout the facility will be modernized, with new wall construction limited to what is required to deliver the planned programs optimally. Potential site improvements encompass mechanical, electrical, roofing, plumbing, as well as integrated audio/visual and IT systems to support virtual meetings and online programming.

Gabe continues to provide strong leadership on Cedar Park projects, serving as a dependable Owner’s Representative on his fourth assignment. He remains a trusted resource to the City, guiding the design and construction teams through successful project completion. For Rollingwood, Gabe brings proven leadership, established processes, and practical insight that support efficient decision-making and reduce risk during construction.

### PROJECT INFORMATION

#### CLIENT CONTACT

Caleb Stockton  
Senior Project Manager  
Engineering and Capital Projects  
(512) 401-5352  
Caleb.Stockton@cedarparktexas.gov

#### COMPLETION

April 2026

#### COST

\$4 Million

#### TYPE

Remodel

#### SIZE

25,000 SF

#### DELIVERY

Design-Build

#### JMT’S SERVICES

- » Owner Representation
- » Construction Management
- » Team Coordination
- » Compliance Reviews
- » Closeout Procedures

#### RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project aligns with Rollingwood’s City Hall Improvements through its adaptive reuse approach, creation of flexible multi-purpose community spaces, and coordination among multiple stakeholders to support a variety of public programs and services.

**Fleet Services Facility**



**Conder Park Maintenance Facility**



## MULTIPLE CITY FACILITIES IMPROVEMENTS

### City of Killeen | Killeen, TX

The City of Killeen recently began three new projects to improve facilities throughout the city. Included in the program is a Fleet Services Facility at 56,000 SF, designed to service more than 970 city-owned vehicles and equipment of varying sizes. The facility includes office space for administrative functions and dedicated storage areas. Staff amenities include a training room, breakroom, and locker and shower facilities to support daily workforce needs. The building is supported by specialized equipment that enables efficient servicing and maintenance operations.

The program also features the Conder Park maintenance facility, which is to be reconstructed into a modern, ADA-compliant facility that improves operational efficiency and supports park maintenance staff. The project includes covered storage areas for materials and equipment, a dedicated training room, and new showers and locker facilities to enhance staff usability and comfort.

The city will also expand the police department's current storage capacity with a 10,000 SF evidence storage facility. These projects reflect the City's commitment to upgrading its infrastructure and align with Killeen's vision for improved efficiency, compliance, and capacity across its municipal services.

### PROJECT INFORMATION

**CLIENT CONTACT**

Christopher Hoch  
Project Manager  
(254) 616-3173  
CHoch@killeentexas.gov

**COMPLETION**

September 2027

**COST**

\$24 Million

**TYPE**

New Construction and Renovation

**TOTAL SIZE**

66,000

**DELIVERY**

Design-Build

**JMT'S SERVICES**

- » Owner Representation
- » Program Management
- » Pre-Construction
- » Construction Management
- » Closeout Procedures

**RELEVANCY TO THE CITY HALL IMPROVEMENTS**

This program is relevant to Rollingwood as it involved coordinating multiple facility types within a single program, supporting diverse municipal operations, and managing complex stakeholder input across departments.

# Quality Control

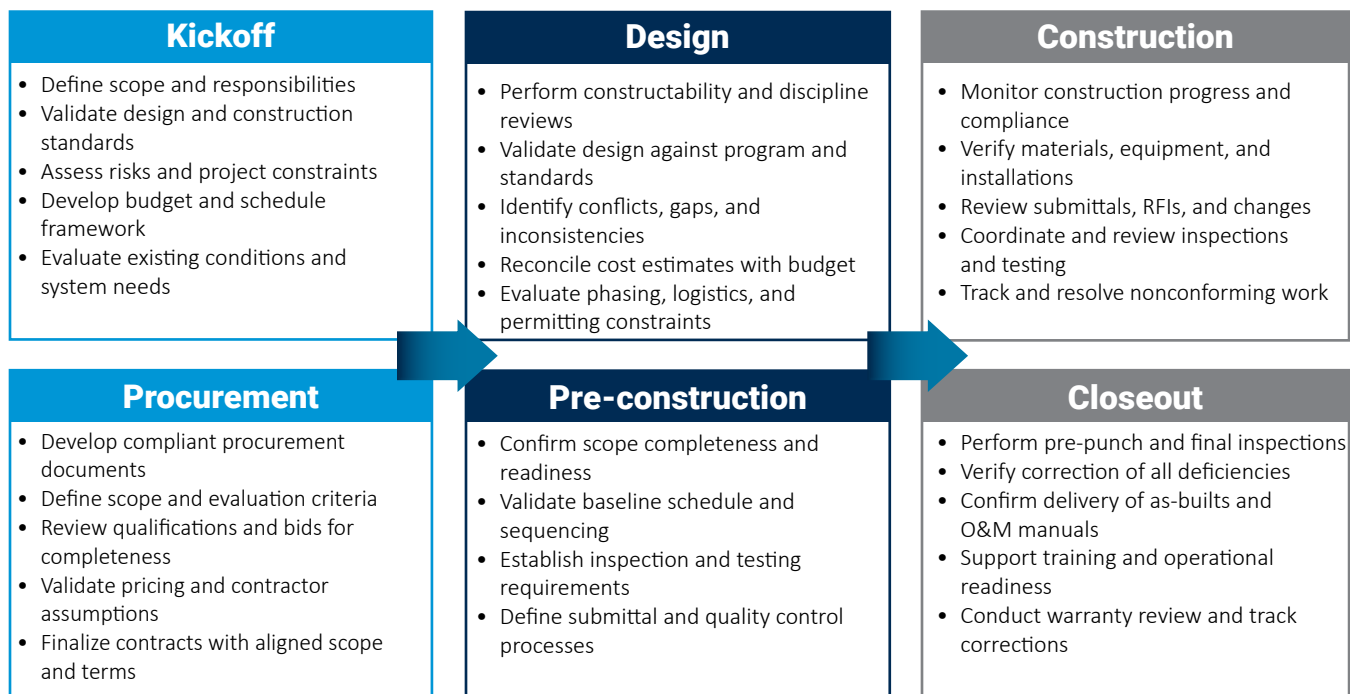


# Quality Control

JMT is committed to providing high-quality services to meet our clients' needs. JMT has an ISO 9001:2015 certified Quality Management System (QMS) that ensures uncompromising adherence to up-to-date standards and codes, and by a rigid application of quality assurance plans and quality control procedures developed on a project-specific basis.

JMT reviews design and construction documents throughout all project phases to verify compliance with the owner's standards. We also monitor budget and schedule and engage our in-house, discipline-specific staff, including licensed engineers and architects, to conduct milestone reviews. These thorough quality checks help identify issues early, reducing the risk of errors, rework, and added cost.

## QUALITY CONTROL THROUGH ALL PHASES



## PROJECT SPECIFIC EXAMPLES

### Public Safety Operations & Training Center

CITY OF GEORGETOWN

The new facility houses the city's fire departments and administrative offices, and support operations. The facility has technology enhancements with biometric access to weapons and evidence rooms. The center has an emergency operations center, a 911 dispatch center, locker rooms, a criminal investigation lab, and administrative/operational spaces. The facility included a 19,400 SF tactical training facility and a slow-speed driving track.



#### Define Scope and Project Goals

JMT collaborated closely with the Fire and Police Department leadership to accurately define their space and adjacency requirements. JMT developed a Project Management Plan to facilitate effective stakeholder communication. JMT oversaw the integration of complex IT/AV and security systems, ensuring that both the design and construction adhered to the City's rigorous design standards. JMT also partnered with City staff, the architect, and the CMAR to evaluate various amenity options, ultimately deciding to incorporate the Tactical Training Facility and slow-speed driving track while also designating space for a future shooting range.

## PD/Neighborhood Services and Convention Center Renovations

CITY OF MESQUITE



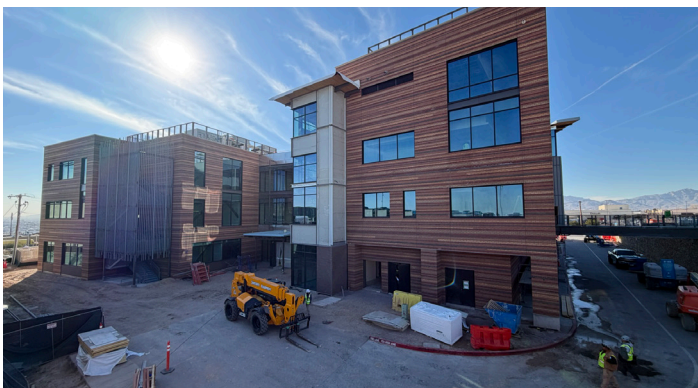
The project included facility renovations to enhance public services and operational efficiency by transforming offices into police department training area with additional space remodeled for more City operations offices. The project also included remodeling the city’s convention center to improve all public-facing areas.

### Field Verification and Risk Mitigation

JMT’s on-site QA/QC services include observation of GPR scanning of the 1-way structural slab for existing in-slab conduits and tensioning cables, and for existing pier caps and grade beams, and analysis of the cut-outs required for new MEP underground elements. The owner’s feedback is that the invaluable assurance that the work is being done as per plans and specifications is a great risk mitigation for citizens and maximizes the use of time and project financial resources.

## Main Administration Building and Garage

EL PASO WATER



The facility offers a high-performance workspace focused on employee health, flexibility, and collaboration, supporting 290 full-time employees. Based on a 10-year growth projection, the facility houses executive leadership, engineering, IT, finance, operations, and a boardroom. The first completed phase delivered a 58,500 SF two-story parking structure with approximately 145 spaces.

## Budget Oversight and GMP Management

For the Main Administrative Building, JMT evaluated the CMAR’s contract and collaborated closely with the CMAR, A/E, and owner throughout the design process across three GMP reviews. JMT reviewed design options and performed cost estimating, constructability reviews, and value engineering, and reviewed the CMAR’s estimates and supported contingency allocation and GMP negotiations. During preconstruction and procurement, JMT continued to support the owner by ensuring GMP execution aligned with phase scope, monitoring changes, overseeing subcontractor buy out, and periodically reconciling the GMP with the CMAR to expedite contract closeout and maintain project control by identifying potential savings and cost overruns early.

## Cedar Park Public Library

CITY OF CEDAR PARK



The Cedar Park Public Library was a fast-paced, multi-faceted project delivered in coordination with the adjacent Bell District redevelopment. The project required strict schedule adherence to support concurrent site improvements, utility installation, and phased development milestones tied to the Bell District and future Bell Park.

### Schedule and Constructability Management

JMT worked proactively with the owner, A/E team, and contractor to identify and resolve constructability challenges, streamline submittal reviews, and expedite material procurement and delivery. Through continuous coordination and schedule management, JMT helped mitigate risks, maintain critical milestones, and prevent delays that could impact adjacent development and required occupancy timelines.

**Quality at JMT is not a checklist—it is a proactive, team-driven commitment to delivering reliable outcomes, minimizing risk, and exceeding client expectations at every stage.**

# Additional Data



# Additional Data

JMT is a trusted Owner’s Representative for public-sector clients, offering advisory and management services for projects of all sizes and delivery methods. We have extensive experience with municipal facilities, public safety infrastructure, and community developments, acting as the main coordinator among owners, designers, and contractors.

## JMT’s Owner Representative Services

The table highlights JMT’s ability to deliver comprehensive Owner’s Representative services with consistent leadership, accountability, and technical expertise throughout each project.

We have included additional project highlights on the following pages.

|  | Program Support / Assessment | Budget Verification / Cost Estimating | Schedule Management | Reporting | Procurement Support | QA/QC Procedures | Constructability Review | Value Engineering | Construction Oversight | OAC Coordination | Submittal and RFI Review | Change Order Review | Pay Application Review |
|--|------------------------------|---------------------------------------|---------------------|-----------|---------------------|------------------|-------------------------|-------------------|------------------------|------------------|--------------------------|---------------------|------------------------|
| <b>Fire Station No. 3</b><br>City of Red Oak                     | ●                            | ●                                     | ●                   | ●         | ●                   | ●                | ●                       | ●                 | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Public Safety Training Facility</b><br>City of Cedar Park     |                              |                                       | ●                   | ●         |                     | ●                | ●                       |                   | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>RECREATE Center</b><br>City of Cedar Park                     |                              |                                       | ●                   | ●         |                     | ●                | ●                       |                   | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>City Hall Renovations</b><br>City of Cedar Park               |                              |                                       | ●                   | ●         |                     | ●                | ●                       |                   | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Convention Center Renovations</b><br>City of Mesquite         | ●                            | ●                                     | ●                   | ●         | ●                   | ●                | ●                       | ●                 | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Fleet Services Facility</b><br>City of Killeen                | ●                            | ●                                     | ●                   | ●         | ●                   | ●                | ●                       | ●                 | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Evidence Storage Facility</b><br>City of Killeen              | ●                            | ●                                     | ●                   | ●         | ●                   | ●                | ●                       | ●                 | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Cedar Park Public Library</b><br>City of Cedar Park           |                              |                                       | ●                   | ●         |                     | ●                | ●                       |                   | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Public Safety Center</b><br>City of Georgetown                | ●                            | ●                                     | ●                   | ●         | ●                   | ●                | ●                       | ●                 | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Downtown Center, Library, and Garage</b><br>City of Celina    |                              | ●                                     | ●                   | ●         | ●                   | ●                | ●                       | ●                 | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Fire Station No. 19, 20, and 21</b><br>City of El Paso        |                              |                                       |                     | ●         |                     | ●                | ●                       |                   | ●                      | ●                |                          | ●                   | ●                      |
| <b>Community Library</b><br>Dripping Springs Community Library   | ●                            | ●                                     | ●                   | ●         | ●                   | ●                |                         | ●                 | ●                      | ●                | ●                        |                     | ●                      |
| <b>Givens &amp; Colony Park Aquatics</b><br>City of Austin       |                              | ●                                     |                     | ●         |                     | ●                | ●                       | ●                 | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Montopolis &amp; Northwest Aquatics</b><br>City of Austin     |                              | ●                                     |                     | ●         |                     | ●                | ●                       | ●                 | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Training and Support Center</b><br>CASA of Central Texas      | ●                            |                                       |                     | ●         | ●                   | ●                |                         | ●                 | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Public Safety Building</b><br>Hays County                     | ●                            | ●                                     | ●                   | ●         | ●                   | ●                | ●                       | ●                 | ●                      | ●                | ●                        | ●                   | ●                      |
| <b>Road and Bridge Maintenance Facility</b><br>Washington County | ●                            |                                       | ●                   | ●         |                     | ●                | ●                       | ●                 | ●                      | ●                | ●                        | ●                   | ●                      |

# DOWNTOWN CENTER, LIBRARY, AND GARAGE

City of Celina | Celina, TX



The Downtown Center, Library, and Garage project is an ambitious initiative aimed at revitalizing the heart of Celina by merging essential services, expanding public amenities, and fostering a sense of community.

This five-story, 115,245 SF facility (including a basement and rooftop) consolidates city administrative services and the community library into one central location. The building includes a 26,209 SF library, spanning multiple floors, significantly upgrading the current library space. It houses public meeting areas, ample resources, and modern technology. The rooftop will offer a community event space with panoramic city views, a catering kitchen, and turf for activities like family movie nights.

The project also includes a four-level, 25,202 SF parking garage with 366 parking spots to alleviate parking challenges for residents and visitors alike. The garage has a book drop, and storage areas for police, special events, and city needs.

## RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project is relevant to Rollingwood as it demonstrates the successful delivery of a centralized, multi-department municipal facility that supports both public services and internal City operations.

### COMPLETION

Est. December 2026

### COST

\$100 Million

### TYPE

New Construction

### SIZE

144,447 SF

### DELIVERY

CMAR

# MUNICIPAL FACILITY RENOVATIONS

City of Pflugerville | Pflugerville, TX



One renovation was the Bohl's House, also known as the Heritage House Museum, which was restored to create more office space for the Parks and Recreation Department. The Bohl's house features include eight new offices, a break room, a conference room, equipment storage, and upgrades to the restroom facilities. The renovation included new plumbing, electrical wiring and light fixtures, updates to interior finishes, and adding air conditioning.

The Green Red Barn received structural improvements along with accessibility, safety, and aesthetic improvements to the existing restroom and adjacent pavilion. These improvements were identified as an important need since the City uses the facility for the local farmers market and used year-round as a rental to host family fun events.

The Gilleland Creek Bathhouse was improved for accessibility, functionality, and safety.

## RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project reflects Rollingwood's needs through the adaptive reuse of existing facilities and the enhancement of both public-facing and operational spaces to improve functionality and service delivery.

### COMPLETION

March 2025

### COST

\$1.6 Million

### TYPE

Renovations

### SIZE

2,818 SF

### DELIVERY

CSP

# FIRE STATION NO. 3

City of Red Oak | Red Oak, TX



The new \$11.5 million fire station features four drive-through equipment bays with associated exhaust and equipment required to maintain and service the station’s primary function. The station has living quarters, including a kitchen, bath, shower rooms, and sleeping quarters for up to eight staff members.

As the Project Manager, JMT supported early project definition by participating in and advising on the CMAR qualifications and interview process, and leading programming meetings with the Fire Department Committee to confirm design needs and future growth goals. It was resolved that provisions for a future Phase 2 expansion of the Administration side of the building, along with additional crew quarters at the NE quadrant, would facilitate long-term expansion needs. JMT also recommended dual-use of the ICC500 storm shelter as a gear locker and storage area to improve floor plan efficiency.

### RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project supports Rollingwood’s objectives by showcasing the delivery of a new municipal facility designed for efficient operations, adaptable space use, and long-term growth.

#### COMPLETION

Est. July 2026

#### COST

\$11 Million

#### TYPE

New Construction

#### SIZE

12,000 SF

#### DELIVERY

CMAR

# FIRE STATIONS NO. 19, 20, AND 21

City of El Paso | El Paso, TX



Renovations and targeted additions at Fire Stations No. 19, 20, and 21 improved overall functionality, safety, and operational efficiency while supporting modern emergency response needs. The work included expansion of apparatus bays, comprehensive interior renovations, and upgrades to mechanical, electrical, and plumbing systems, as well as energy-efficient improvements such as new windows and added insulation.

Enhancements to living quarters, support spaces, and gear storage areas improved day-to-day usability for staff, while site and structural upgrades strengthened the facilities’ ability to accommodate heavy emergency vehicles. Collectively, these improvements modernized aging infrastructure, enhanced readiness, and extended the service life of all three stations.

### RELEVANCY TO THE CITY HALL IMPROVEMENTS

These projects demonstrate experience modernizing facilities through renovations and system upgrades that improve performance, extend service life, and support critical operations, similar to Rollingwood’s goals.

#### COMPLETION

July 2023

#### COST

\$3.4 Million

#### TYPE

Renovations

#### SIZE

12,283 SF

#### DELIVERY

CSP

# PUBLIC SAFETY OPERATIONS & TRAINING CENTER

City of Georgetown | Georgetown, TX



The 76,000 SF facility houses the city fire departments and administrative offices, including the fire and life safety and fire plans review staff departments. The police department also includes the code enforcement department.

The facility contains a vast array of technology enhancements that provide excellent public safety services to the citizens of Georgetown. It is enhanced with biometric access devices that control entry to highly sensitive areas such as rooms with evidence or weapons. The center has an emergency operations center, a 9-1-1 dispatch center, locker rooms, a physical/defensive tactics training area, a criminal investigation lab, and administrative/operational spaces.

The development also included a 19,400 SF tactical training facility and slow-speed driving track. One of the innovations of the tactical training facility is the training bay, which has movable partitions to conduct reality-based training. Officers face scenarios that require quick, careful, and critical reactions.

## RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project demonstrates experience delivering a multi-functional municipal facility with specialized program spaces and coordinated operations across departments.

### COMPLETION

February 2015

### COST

\$22 Million

### TYPE

New Construction

### SIZE

76,000 SF

### DELIVERY

CMAR

# PUBLIC SAFETY BUILDING

Hays County | San Marcos, TX



The Public Safety Building is located at the second site location across from the County's pre-existing Government Center. The two-story facility houses the sheriff's administrative offices, Emergency Management Services, patrol, 911 dispatch, criminal investigation division, records division, human resources departments, and the office of compliance all of which could no longer be housed in the original location due to the County's growth and continuous need for new and high-tech safety operations.

Within the facility, a hardened structure covers and secures the 911 dispatch and Emergency Management Services to protect the operations in the event of an F3 tornado. The same area has redundant utilities for backup and power measures to ensure operations are still functional in case of environmental emergencies. This facility also has evidence storage, SWAT equipment, and secure canopy parking for an MRAP vehicle.

## RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project is relevant to Rollingwood as it involved delivering a multi-department facility with specialized operational and secure spaces, requiring coordination across agencies and systems.

### COMPLETION

October 2021

### COST

\$40 Million

### TYPE

New Construction

### SIZE

64,400 SF

### DELIVERY

CMAR

# ROAD AND BRIDGE MAINTENANCE FACILITY

Washington County | Brenham, TX



The facility houses the Road and Bridge Department, rural addressing, and environmental services and includes administrative operations along with a maintenance facility and fuel farm for fleet vehicles.

Shop maintenance components include bays to maintain county trucks, a mezzanine storage area, training/ event space, and storage for uniforms and tools. The yard has a loop road for truck movements carrying road material and a separate entrance and exit for visitor and staff vehicles.

The project required environmental protection requirements and coordination with the county engineer, and the Texas Commission of Environmental Standards related to permitting the new stormwater and fuel farm.

## RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project is relevant to Rollingwood as it involved a multi-department facility with specialized operational requirements, supporting efficient service delivery through coordinated design and construction.

### COMPLETION

March 2020

### COST

\$5.2 Million

### TYPE

New Construction

### SIZE

17,373 SF

### DELIVERY

CSP

# TRAINING AND SUPPORT CENTER

CASA of Central Texas | San Marcos, TX



The new facility is a 6,000 SF office building that houses 15 CASA staff members and includes a 48-seat training room. This facility provided a location to train the court-appointed volunteer child advocates who work to improve the lives of foster children.

Working with the board and staff, JMT developed a master budget, schedule, and implementation strategy. JMT prepared all procurement documents, worked with CASA attorneys, and assisted with the designer and contractor procurement and selection. JMT also led the procurement of all owner-required services, such as geotech, survey, and environmental, and worked with TxDOT and the City.

## RELEVANCY TO THE CITY HALL IMPROVEMENTS

This project aligns with Rollingwood's needs by supporting both public-facing functions and internal operations through coordinated planning, procurement, and stakeholder engagement.

### COMPLETION

July 2020

### COST

\$1.6 Million

### TYPE

New Construction

### SIZE

6,000 SF

### DELIVERY

CMAR

# Attachments





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/28/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |   |  |
|--|---|--|
| <b>PRODUCER</b><br>Edgewood Partners Ins Center<br>3780 Mansell Rd. Suite 370<br>Alpharetta GA 30022     | <b>CONTACT NAME:</b> Greyling COI Specialist<br><b>PHONE (A/C. No. Ext):</b> 470.582.9324 <b>FAX (A/C. No):</b> 470.582.9324<br><b>E-MAIL ADDRESS:</b> greylingcerts@greyling.com |  |
|  | <b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>  |  |
| <b>INSURED</b> JOHNMI1<br>Johnson, Mirmiran & Thompson, Inc.<br>40 Wight Avenue<br>Hunt Valley, MD 21030 | <b>INSURER A:</b> National Fire and Marine Insurance Co      20079  |  |
|  | <b>INSURER B:</b> National Union Fire Ins Co of Pittsburg      19445  |  |
|  | <b>INSURER C:</b> Westchester Surplus Lines Insurance Co      10172   |  |
|  | <b>INSURER D:</b> AIU Insurance Company      19399  |  |
|  | <b>INSURER E:</b>   |  |
|  | <b>INSURER F:</b>   |  |

**COVERAGES**      **CERTIFICATE NUMBER:** 1968382187      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD | SUBR WVD | POLICY NUMBER               | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|--|-----------|----------|-----------------------------|-------------------------|-------------------------|---|
| B        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: |           |          | GL6952563                   | 4/1/2026                | 4/1/2027                | EACH OCCURRENCE \$ 2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 25,000<br>PERSONAL & ADV INJURY \$ 2,000,000<br>GENERAL AGGREGATE \$ 4,000,000<br>PRODUCTS - COMP/OP AGG \$ 4,000,000<br>\$ |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                 |           |          | CA4629168                   | 4/1/2026                | 4/1/2027                | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
| C<br>B   | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0   |           |          | G48724292002<br>BE019188276 | 4/1/2026<br>4/1/2026    | 4/1/2027<br>4/1/2027    | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>Ea Occ/Agg \$ 5,000,000   |
| D        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below<br>Y/N      N/A  |           |          | WC067961235                 | 4/1/2026                | 4/1/2027                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 2,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 2,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 2,000,000  |
| A        | Professional Liability incl. Pollution Liability   |           |          | 42EPP32528504               | 4/1/2026                | 4/1/2027                | Per Claim Aggregate \$1,000,000 \$1,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Re: Owner's Representative Services for City Hall Improvements, 403 Nixon Drive, Rollingwood, Texas.  
 City of Rollingwood is named as an Additional Insured with respects to General Liability where required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

|   |   |
|---|---|
| City of Rollingwood<br>403 Nixon Drive<br>Rollingwood, TX 78746 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|---|---|

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2600 Via Fortuna, Suite 575,  
Austin, TX 78746  
(737) 243-1939  
[jmt.com](http://jmt.com)