

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: July 22, 2026

Agenda Item:

Discussion and possible action on ranking firms that responded to the Request for Qualifications for Owner's Representative Services for City Hall Improvements, and authorizing the Mayor to enter into price negotiations on behalf of the City

Description:

This agenda item focuses on the Request for Qualifications (RFQ) for Owner's Representative Services, the timeline for which is below:

March 25, 2026	Issuance of RFQ authorized by Council
April 15, 2026	RFQ language approved by Council
May 8, 2026	RFQ published
May 29, 2026	In-person pre-bid conference
June 1, 2026	Addendum No. 1 to the RFQ released and disseminated
June 8, 2026	RFQ due date and bid opening
June 8-11, 2026	All fifteen (15) RFQ submittals independently scored and ranked by four (4) members of staff, scores averaged, and all 15 submittals ranked (see data below)
June 17, 2026	All RFQ information presented to Council, including staff's ranking; Council provided input and direction which five (5) firms to invite back to Council's July 15 meeting
July 15, 2026	Council met to hear presentations from representatives from the top five (5) selected firms
July 22, 2026	Council to consider finalizing the ranking of the top five (5) firms, then discuss and possibly authorize the procedure for contract negotiations
August 19, 2026	Earliest regular Council meeting at which the award of a contract for Owner's Representative Services could be approved by Council

Per Council's direction to staff in its June 17, 2026 meeting, the top five (5) firms, in alphabetical order, are:

1. AG|CM
2. Broaddus & Associates
3. Johnson, Mirmiran & Thompson, Inc.
4. Square One Consultants
5. Windsor Group Advisory & Management LLC

Action Requested:

Staff requests Council's rankings for these five firms, and requests that Council consider authorizing the Mayor to enter into price negotiations on behalf of the City

Fiscal Impacts:

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

Attachments:

None