

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: July 15, 2026

Agenda Item:

Presentation by firms regarding their qualifications submitted in response to the Request for Qualifications for Owner's Representative Services for City Hall Improvements

Description:

This agenda item is Mayor Massingill's standing item related to the City Hall Improvements project. This month's 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 meeting to speak with representatives from the top five (5) selected firms, finalize list ranking, discuss and authorize 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 request in its June 17, 2026 meeting, staff invited the top five (5) firms to this July 15 meeting, so that the firms could further present their qualifications to the City Council, and address questions. The list of invitees, in alphabetical order, is:

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 input and direction on the RFQ rankings for these five firms, and direction on how to proceed with contract and cost negotiations.

Fiscal Impacts:

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

Attachments:

- Bid Submissions:
 - AG|CM
 - Broaddus & Associates
 - Johnson, Mirmiran & Thompson, Inc.
 - Square One Consultants
 - Windsor Group Advisory & Management LLC