

# CITY OF DEER PARK

**Brown Reynolds Watford Architects**

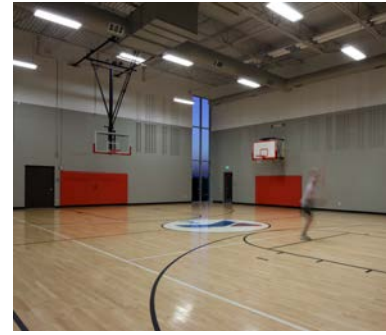
**RECOGNIZED LEADERS IN MUNICIPAL DESIGN**

**MAY 29, 2019**

**STATEMENT OF QUALIFICATIONS  
FOR PROGRAMMING AND  
MASTER PLANNING OF THE  
JIMMY BURKE ACTIVITY CENTER  
AND SURROUNDING AREA**







**BRW's TEAM OF DESIGNERS ARE DEDICATED TO  
DESIGNING ACTIVITY CENTERS THAT POSITIVELY  
IMPACT COMMUNITY NEEDS AND MORALE.**



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**MAY 29, 2019**







May 29, 2019

City Secretary's Office  
City of Deer Park  
710 E San Augustine Street  
Deer Park, TX 77536

**LETTER OF INTEREST: RFQ ARCHITECTURAL SERVICES FOR PROGRAMMING AND MASTER PLANNING OF THE JIMMY BURKE ACTIVITY CENTER AND SURROUNDING AREA**

**BRW Architects** is pleased to provide our qualifications to the **City of Deer Park for Architectural Services for Programming and Master Planning of the Jimmy Burke Activity Center and Surrounding Area**. We appreciate the opportunity to be considered for this project and we believe we have assembled a team that offers unparalleled professional skills and experience in master planning and activity center design. It takes a special team of designers, with passion, imagination, and a deep wealth of knowledge to quickly address challenges while simultaneously celebrating opportunities. We spend the time necessary to understand and translate the city's objectives and user's needs into the site and building space requirements. Our methodology for site development and building design is not driven by preconceived ideas, but rather we mutually prioritize project scopes and budgets. We make it our mission to leverage our expertise to help our clients achieve their goals. Goals like constructing efficient, functional, cost-effective facilities that enable the citizens to play in a safe, secure, and durable environment. We also recognize the importance of creating public spaces which are exemplary civic amenities that city leaders and residents can be proud to call their own.

Our Team has been highly acclaimed for our work in creating inspiring and durable facilities that meet the practical needs of the budget, schedule, and functional requirements. From existing facility analysis, master planning, programming, and new construction projects, we work as a team with our client. Personal service, experienced leadership, and qualified staff are critical to a successful project.

BRW has 35 years of experience specializing in municipal facilities design. BRW has been distinguished as leaders in the design of parks and recreational facilities. We have received two top state honors from TRAPS for Recreation Facility Design Excellence. In 2010, we received the Recreation Facility Design Excellence award for the Trinity River Audubon center located in Dallas, Texas. In 2012, we received the Recreation Facility Design Excellence award for the C.K. Ray Recreation and Activity Center located in Conroe, Texas.

We are most appreciative of your consideration to be a part of your team. We, without doubt, have the talent, experience, and proven success to be a visionary leader to the City of Deer Park for the design of the new multi-use activity center and the site master plan surrounding the Jimmy Burke Activity Center. I, Ray Holliday, Principal at BRW, will be your contact. I may be contacted at any time by phone - 979.694.1791 or email at [rparker@brwarch.com](mailto:rparker@brwarch.com).

We look forward to hearing from you.

RAY HOLLIDAY, AIA, ASLA, LI  
PRINCIPAL

175 CENTURY SQUARE  
DRIVE, SUITE 350  
COLLEGE STATION,  
TEXAS 77840  
979.694.1791  
[WWW.BRWARCH.COM](http://WWW.BRWARCH.COM)



## PROJECT UNDERSTANDING

Due to the increasing service demand from the growing population of Deer Park, it is our understanding that the City is seeking to design and construct a new multi-use Activity Center as part of a well-integrated master plan of the city's existing +/- 45 acre complex. The new facility will be located adjacent to the existing Jimmy Burke Activity Center, the Ella and Friends Dog Park, the Minchen Athletic Complex, and the Girls Softball Complex. The existing facilities, land usage, parking, infrastructure, and landscaping will be analyzed as well as all utilities identified. By working closely with the city staff and analyzing population projections to account for current and future needs, a detailed space program for each of the facilities will be developed. Conceptual floor plans, site plan, elevations, and renderings of the proposed facilities as well as a detailed opinion of probable construction cost will also be provided.

We understand that developing a master plan that optimizes the functionality and utilization of each facility/field while creating connectivity throughout the entire site is another key aspect to this project. Positive vehicular circulation, pedestrian circulation, infrastructure improvements, and adequate parking are critical components to the success of the master plan. We recognize the importance of these facilities and the surrounding complex as they are host to a wide range of events throughout the year, such as, summer camp, special events, Chamber of Commerce luncheons, softball and baseball tournaments, Christmas events, a Haunted Maze, 4th of July concerts and the Mayor's Breakfast. With a thoughtfully designed master plan and the addition of a new multi-use Activity Center, the City of Deer Park will undoubtedly be able to grow these events as well as offer the community members a variety of new events.







# WORK PLAN & METHODOLOGY



A challenge of many projects is maintaining the project schedule. These hurdles can be cleared, if the project team starts by clearly defining a path for effective communication and a process for decision making. Clear graphic communication, specific agendas, and sending ahead the information needed for concise meetings, are techniques we use to expedite the project and maximize time. Getting design options on the table early avoids time wasting and discouraging “what if’s” later. Again, clear and effective presentations that depict information effectively can validate the decision process and achieve consensus promptly.

The first crucial step in project planning is a meeting of key team members for an open discussion of the project vision and expectations. This meeting will establish the goals and priorities that will become the framework for all the decisions moving forward on the project.

Following a thorough information gathering process, our design team will frame overall project goals and develop reality-based decisions that will hold up over time. Based on numerous successful similar commissions, we believe the following steps form a methodical and logical Master Planning process.

## TEAM APPROACH TO COMMUNICATION

Good Communication is essential for the success of this project. Successful project management is about being available, in touch with the real challenges of the project, and understanding the issues. Good communication is about being accessible, visible, and engaged. It is not only about speaking and hearing; it is about understanding the complete picture. BRW Architects utilizes many methods of maintaining communication to all parties throughout the project. The team communications will begin with regularly scheduled meetings. These meetings will be scheduled to take place at milestones of the project and in conjunction with the monthly Progress Meetings. This is an opportunity for all parties to discuss the project status, design, and collaborate to solve any issues that may require attention. Emails, phone calls, and conference calls will be useful tools in communication. BRW Architects uses Microsoft Project software as a project management tool. This software helps to communicate scheduling goals to everyone. Additionally, meeting minutes, conversation logs, and construction logs such as submittal logs, ASI logs and RFI logs are utilized to document meetings and construction status. Through effective communication, the collaboration between the user, architects and the city will result in enhanced synergies throughout the process.

## TEAM APPROACH TO SCHEDULING

BRW prepares a work plan at the beginning of each project outlining the schedule from the start of design through post-occupancy of the Owner. This schedule is closely coordinated with the Owner’s and contractor’s schedules. The success to meeting project schedules is to collectively incorporate the input from all team members and owners. The project schedule should be “owned” by everyone, and will establish all critical and milestone dates and events throughout the project. Once this schedule is established, it should be monitored weekly throughout the design, production and construction phases. An effective tool in meeting schedules are regularly held coordination meetings, particularly through design and construction documents phases. These will provide all team members the opportunity to coordinate, have questions answered and maintain a unified direction. Additionally, it holds all team members accountable for progress during the intervening time.



If a project falls behind schedule, we immediately gather the entire project team together to prepare a recovery plan. Recognizing the abilities of each team member versus the available time is critical to assess the need for additional resources. Only with the “buy-in” of each team member will the project complete on time without sacrificing quality. Timeliness of consultants work is also critical for an integrated and coordinated design. Staying in regular contact with consultants and exchanging progress documents allows BRW to determine the true status of the project and allows time to react as appropriate.

We believe in paying as much attention to assuring timely completion of the construction as in the design. Per the specifications, the contractor is required to submit a critical path schedule. Typically this is reviewed as a team during the monthly pay application meeting to ensure the project remains on schedule. Submittals are logged and compared with the critical path deadlines to make sure that materials are received when needed. A part of our field reports is to document non-compliant construction for the contractor to address before it impacts the construction schedule and raise awareness of issues that may impact the schedule if not addressed in a timely manner.

#### TEAM APPROACH TO QUALITY CONTROL

BRW Architects is only as good as our last project. So, quality is crucial to each project we do. In addition to submitting to the the City for review, we have several in-house quality control standards in place. Each project must be reviewed in accordance to our “BRW System of Excellent Architecture”, which includes a comprehensive check list that is reviewed and checked by both the project coordinator and project manager. After completion of this review, the construction documents are sent to the principal in charge for a quality control evaluation.

**PROJECT APPROACH** - Our approach to completing any project is unique; we believe each project (and client!) has its own character, its own goals, and its own needs to be addressed and solved. While we may draw upon our experience with similar projects, we look forward to working as a team to provide a custom design that fits the needs of the Jimmy Burke Activity Center. The BRW team uses a structured approach for completing each phase of the project. We pre-plan each phase by scheduling the specific tasks and phases, noting review and approval points, and identifying the roles and responsibilities of all team members. This structured approach increases management efficiency, decreases unforeseen complications on the project, and allows the user to participate in the project as well as be aware of the project at all times. For a typical construction project, we suggest the following phases and tasks for this project:

Phase	Owner	Architect	Sub-consultants
Programming & Project Kickoff Meeting	Provide requirements related to function, cost and schedule	Begin design intent model with massing concepts and site considerations	Provide feedback on initial building performance goals and requirements
Schematic Design	Provide design review and to further refine design requirements	Refine model with input from the City of Deer Park and consultants	Provide schematic designs and system interactions
Design Development	Department design reviews. Final approval of station design	Refine design. Introduce consultants to model & begin coordination	Create discipline specific design
Construction Documents	Review of documents prior to issue for construction	Finalize construction documents and specifications	Finalize discipline design and any requested models
Bidding and Negotiation	Assist with code compliance negotiations and permitting	Work with agencies on codes, plan acceptance, bidder's questions, & assist with contractor selection	Work with agencies on codes, plan acceptance, bidder's questions, RFI's
Construction Administration	Monitor construction and give input to construction	Perform construction administration and update documents with changes	Assist with RFI's and update design documents, field conditions & commissioning

## CONCEPTUAL DESIGN PHASE

The Design Team will prepare a Conceptual Site Plan solution for City of Deer Park Jimmy Burke Activity Center and Surrounding Area. The Conceptual Plan shall include, but is not limited to:

### Master Site Plan

- Recreational use areas
- Major facility uses and locations
- Develop functional relationship between facilities
- Vehicular and pedestrian circulation paths adjacent to and within the complex
- Major drainage areas and ponding areas
- Buffer areas needed between adjacent land uses
- Drawn to scale

## INPUT MEETING

The Design Team will meet with the City of Deer Park and to receive feedback and input on the Conceptual Design Phase.

## FINAL MASTER PLAN PHASE

Incorporating input from the Conceptual Design Phase, the Design Team will prepare a Master Plan to include, but not limited to:

### Master Site Plan

- Major and secondary entrances
- Vehicular circulation and parking areas
- Pedestrian circulation paths
- Major use area
- Major recreational facilities
- Passive recreational areas
- Buffer and landscape areas

## DESIGN PROCESS - DESIGN DEVELOPMENT

The Design Development documents are the foundation of a clear and buildable set of Construction Documents. Our methodical approach in managing and coordinating the entire team produces clear and complete drawings and specifications. The design is refined and coordinated with our consultant team of landscape architects, structural, civil, and electrical engineers.

The Design Development documents form the foundation for a clear and buildable set of Construction Documents. The BRW Team uses a methodical approach in managing architectural services and coordinating the A/E Team, producing drawings and specifications with high degree of clarity and completeness. Documents are overseen by the Project Manager and administered daily by the Project Architect. During this phase, the design will be refined, coordination will begin with the systems (mechanical, plumbing, electrical, etc.), and applicable details of the design will be developed in an effort to define and describe all-important aspects of the project. It is during this phase that the project itself achieves the refinement and coordination necessary for a well-constructed project.

The documents will expand to addressing greater areas of the work; and detailed requirements of the users will be incorporated. The preliminary cost estimate will be updated to verify the Design Development remains within budget. Critical decisions will be made during this phase, and many of these will be technical in nature. A formal Design Development package will be issued for review; this will include drawings, preliminary specifications and engineering calculations.

## CONSTRUCTION DOCUMENTS

Our construction documents will be produced with a high level of quality and completeness to minimize potential scheduling delays during the construction phase.

## CONSTRUCTION ADMINISTRATION

Our focus during construction is to work closely with the City of Deer Park and the Contractor to complete the project within your timeline. Construction activities are closely observed through regular site visits and formally reviewed at regular progress meetings to help ensure that the project is delivered as conceived. Good communication regular site visits, and scheduled job-site coordination meetings ensure good relationships and assist with conformance to the Construction Documents and Project Schedule.

## FIELD OBSERVATION

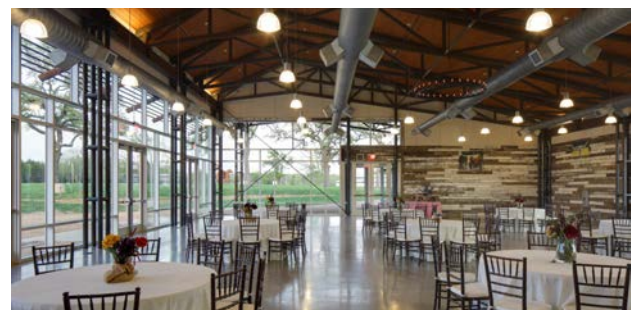
Field observation is a crucial component of administering the construction contract - there is nothing that replaces eyes on the site! We strategically schedule the Project Manager and Project Architect to invest quality time on site during key construction activities. The ability to study a challenge in real-time and make quick decisions saves time and money.

## PROJECT CLOSEOUT SERVICES

Project closeout is where opportunities abound for the schedule to get off track. We respond to this challenge with thorough punch list review, concise communication with contractor and persistent follow up in the final lap. Looping ahead keeps the team from getting behind.

## POST CONSTRUCTION SERVICES

The project isn't fully complete in our practice until Staff and Citizens have tested the facility in the first year and the contractor has addressed any warranty items that arise. Training on unique features is a service we offer as a part of bringing the project on line.







# TEAM QUALIFICATIONS

## PERSONNEL & CONSULTANT QUALIFICATIONS

Our goal is to give form to the vision held by the City of Deer Park and its stakeholders through a consensus-oriented design process. It is important for the design process to develop a shared sense of ownership to help build long-term project support. Making project information accessible and participatory is our way to accomplish this goal.

### **BRW ARCHITECTS, INC. - Prime Leader**

**Ray Holliday, AIA, ASLA, LI, IIDA - Principal in Charge** - Mr. Holliday will serve as Principal in Charge for BRW Architects. He will be involved in the development and organization of the project teams through the all phases of the project. He received his Masters of Architecture and Masters of Landscape Architecture from Texas A&M University and his Bachelor of Architecture from the University of Nebraska. He is a Registered Architect in the State of Texas, No. 18834. Ray brings a unique addition to the team in his attention to detail and extensive architecture design experience.

**Daniel Pesek, AIA, LEED AP - Project Manager** - Mr. Pesek is a Project Manager for BRW Architects. He will be responsible for developing a vision for the project and ensuring that it stays intact through all phases of the project. He received his Bachelor of Environmental Design in Architecture from Texas A&M University in 2006 and completed his Masters of Architecture two years later from North Carolina State University. He is a Registered Architect in the State of Texas, No. 23290. His eye for detail and passion for design have contributed to many award-winning projects for BRW Architects.

**Jennifer Bettiol, AIA - Project Architect** - As Project Architect, her responsibilities include production, schematic design and design development, project management and construction documentation of a variety of municipal project types. She is involved with client coordination, construction and budget estimations. Jennifer holds the following degrees: Master of Architecture, Texas A&M University and a Bachelor of Science in Biology / Education from SUNY at Oneonta and a Bachelors of Science in Biology / Psychology from Union College. She is a Registered Architect in the State of Texas, No. 26721. Ms. Bettiol's strong organizational skills and attention to detail enhance the systematic approach to problem solving.

### **Structural Engineer - Gessner Engineering, College Station, TX - Thomas E. Gessner, P.E., State of Texas #90967**

Mr. Gessner will serve as Structural Engineer, responsible for the structural needs assessment and structural design. Areas of technical practice include structural engineering analysis and design, general civil engineering, and stormwater management. Thomas received his Bachelor of Science in Civil Engineering Emphasis in Structural Design from Texas A&M University in 1997. Mr. Gessner has worked as a structural consultant for BRW for the last five + years and has experience with many of BRW's municipal projects. Gessner Engineering was established in November 2003. Headquartered in College Station with three branch offices in San Antonio, Forth Worth and Brenham, Texas. Gessner currently has 95+ staff members.

### **MEP Engineer - Jordan & Skala Engineers, Houston, TX - Kendy Guillaume, LEED AP BD+C**

As Associate Principal of the Jordan & Skala Houston office, Kendy Guillaume's sense of ownership for the success of his projects influences every job that comes in the door. Kendy's background includes expertise in commissioning as well as testing and balancing. His experience analyzing the final steps in start-up ensures he pays attention to the design elements with a reputation for challenge. Kendy received his Bachelor of Science in Mechanical Engineering from Tri-State University in 2001. Jordan & Skala has worked as a MEP consultant for BRW for the last ten years and has experience with many of BRW's municipal project. Jordan & Skala Engineers was founded in 1953 and has grown to be one of the largest consulting engineering firms in the US. Jordan Skala has 7 locations throughout the USA. This project would be run out of the Houston Office.

### **Civil Engineer - Strand Engineers, Brenham, TX - Robert C. Schmidt, P.E., R.P.L.S. State of Texas #50465**

Mr. Schmidt has been with O'Malley Strand Engineers in February 1982. Mr. Schmidt has performed a wide range of engineering tasks including planning, design and construction administration services for utilities, streets and drainage. Mr. Schmidt received his Bachelor of Science in Civil Engineering from Texas A&M University in 1977. O'Malley has worked as a civil sub-consultant for BRW since 2003. O'Malley Strand Engineers - Brenham has been providing Civil Engineering Services for the last 47 years. In January 2015 O'Malley Engineers, L.L.P was acquired by Strand Associates, Inc. Strand Associates has eleven offices throughout the US. This project would be run out of the Brenham Office.



# ORGANIZATIONAL CHART



Architect of Record

**Ray Holliday, AIA, ASLA, LI**  
Principal in Charge

**Daniel Pesek, AIA**  
Project Manager

**Jennifer Bettiol, AIA**  
Project Architect



## **JORDAN & SKALA ENGINEERS**

MEP Engineers  
**Kendy Guillaume, LEED AP BD+C**

## **STRAND ASSOCIATES**

Civil Engineer  
**Robert Schmidt, PE**

## **GESSNER ENGINEERING**

Structural Engineer  
**Thomas Gessner, PE**

## **HALFORD BUSBY**

Cost Estimating  
**William McCauley - PM**



# RESUMES



## Education

University of Nebraska, Bachelor of Architecture, 1989

Texas A&M University, Master of Architecture, 1992;

Texas A&M University, Master of Landscape Architecture, 2000

## Registrations

*Renewed annually 4/30/2019*

Registered Architect, State of Texas, No. 18834

Registered Landscape Architect, State of Texas, No. 2257

Registered Irrigator, State of Texas, No. 8550

## Organizations

American Institute of Architects, Member

American Society of Landscape Architects, Member

American Planning Association, Member



Lamar University Softball Complex  
Beaumont, TX

## RAY HOLLIDAY, AIA, ASLA, LI

### PRINCIPAL-IN-CHARGE

#### Specialized Expertise

Mr. Holliday, Principal, at BRW has over 28 years of experience. Ray is a nationally recognized leader in civic design, he has presented at numerous design conferences, such as TRAPS, and teaches design at Texas A&M University. Ray will be responsible for overseeing the production of architectural construction documents from conceptual design to construction administration for the City of Deer Park Jimmy Burke Activity Center and Surrounding Area. Mr. Holliday will oversee the project schedule and budget as well as coordinate and facilitate community meetings and presentations to city council. Mr. Holliday brings a unique addition to the team in his diverse international design background that is blended with an extensive architecture and landscape design expertise. He is involved in the development and organization of project teams through the activities of design development, specification coordination, construction document coordination and development, consultant coordination, client liaison and construction administration. Ray has been with BRW since 1998.

#### Representative Project Experience

- Brazos County Tax Assessor Collector Office - Bryan, TX
- **C.K. Ray Activity Center Renovation and Addition - Conroe, Texas**
- City of Bryan, Visitors Center at Coulter Square (Design Only) - Bryan, Texas
- City of Bryan Fire Station No. 2 Site Study - Bryan, Texas
- City of Bryan Fire Station No. 5 & 2 - Bryan, Texas
- City of College Station, Fire Station No. 2, 3, 5 & 6 - College Station, Texas
- City of College Station, Municipal Courts Building Renovation - College Station, Texas
- City of College Station, Police Station Addition and Renovation - College Station, Texas
- City of College Station, Senior Center (Schematic Design) - College Station, Texas
- City of College Station, Utilities and Training Center - College Station, Texas
- **City of DeSoto, Heritage Park - DeSoto, Texas**
- **City of Garland, Carter Ball Fields - Garland, Texas**
- **City of Huntsville, Outdoor Aquatic & Bathhouse - Huntsville, Texas**
- City of Port Neches, City Hall and Emergency Operations Center - Port Neches, Texas
- City of Mont Belvieu Active Senior Living Center, Mont Belvieu, Texas
- **Lamar University New Softball Complex - Beaumont, Texas**
- **Oak Lawn Neighborhood Park - Dallas, Texas**
- **PVAMU New Baseball/Softball/Track - Prairie View, Texas**
- **PVAMU New Soccer Complex - Prairie View, Texas**
- **PVAMU Track & Field Complex - Prairie View, Texas**
- **Temple Recreation Center Renovation (Design Only) - Temple, Texas**
- **Texas Tech University, Student Recreation Center Expansion - Lubbock, Texas**
- **University of Dallas, Landscaping and Recreational Areas - Dallas, Texas**
- **University of Dallas, Maher Recreation Center Addition and Renovation - Irving, Texas**
- **University of Dallas Softball Stadium - Irving, Texas**
- **UNT Track & Field Stadium & Sports Field - Denton, Texas**



### Education

Texas A&M University, Bachelor of Environmental Design, 2006

North Carolina State University, Master of Architecture, 2008

### Organizations

American Institute of Architects, Brazos Chapter Secretary 2015 - present.

### Registrations

Registered Architect, State of Texas, No. 23290

### Accreditations

LEED Accredited Professional

### Publications

Pesek, Daniel. "Haute Headquarters: South Padre Island Fire Station Combines Beauty and Durability." *Ole Decor*. Spring 2013: Pgs 34-39. Print.



C.K. Ray Recreation Center  
Conroe, TX

## Daniel Pesek, AIA, LEED AP BD+C

### SENIOR ASSOCIATE / PROJECT MANAGER

Mr. Pesek will serve as the Project Manager for the City of Deer Park Jimmy Burke Activity Center. Daniel has experience managing and designing projects of similar scope for counties and municipalities, throughout Texas. His responsibilities would include the day to day oversight of the project including production, schematic design, design development, project management and construction documentation, client coordination, bidding and construction administration. Daniel's strong design skills and attention to detail enhance the systematic approach to problem solving utilized by BRW Architects. Daniel has been with BRW Architects since 2009.

### Representative Project Experience

- Baytown Fire Station No. 6 - Baytown, TX
- Brazos County Tax Assessor Collector Office - Bryan, TX
- Brenham Fire Station No. 2 - Brenham, TX
- Bryan Fire Station No. 5 - Bryan, TX
- Burnet Fire Station No. 1 - Burnet, TX
- Cedar Park Fire Station No. 1, Feasibility Study - Cedar Park, TX
- Clearbrook City MUD, Southeast Volunteer Fire Department, Fire Station No. 1 - Houston, TX
- Clute Fire/EMS Station & Administration No. 1 - Clute, TX
- Comal County ESD #3, Canyon Lake Fire Station No. 5 - Canyon Lake, TX
- Comal County ESD #6, Bracken Central Fire Station Renovation, Feasibility Study - Garden Ridge, TX
- Conroe Fire Station No. 4 - Conroe, TX
- Crockett Fire Station No. 1 Renovation, Feasibility Study - Crockett, TX
- Galveston Central Fire Station - Galveston, TX
- Georgetown Fire Station No. 5 and Training Facility- Georgetown, TX
- Harris County ESD #28, Ponderosa Fire Station No. 61 Renovation - Spring, TX
- Harris County ESD #28, Ponderosa Fire Station No. 62 - Spring, TX
- Harris County ESD #28, Ponderosa Fire Station No. 63 - Spring, TX
- Harris County ESD #47, Westlake Fire Station No. 1 - Katy, TX
- Leander Fire Station No. 1, 4 & 5 Study (Cost Estimates Only) - Leander, TX
- Los Fresnos City Hall, Municipal Court and Police Station - Los Fresnos, TX
- Orange Central Fire Station - Orange, TX
- Pearland Fire Station No. 2, Feasibility Study - Pearland, TX
- Pharr Fire Station No. 1 & Public Safety Building, Feasibility Study - Pharr, TX
- Port Arthur Fire Station No. 4 - Port Arthur, TX
- Port Neches City Hall Complex and E.O.C. - Port Neches, TX
- South Padre Island Fire Station No. 1 - South Padre Island, TX
- Sugar Land Fire Station No. 7 - Sugar Land, TX
- Waco Fire Station No. 3 - Waco, TX
- Wallis Mynarik Park Master Plan Study - Wallis, TX
- Washington County EMS Station No. 2 - Brenham, TX





### Education

Texas A&M University, Master of Architecture,  
2007

SUNY at Oneonta, Bachelor of Science in Biology  
/ Education, 1992

Union College, Bachelor of Science in Biology /  
Psychology, 1990

### Organizations

American Institute of Architects, Brazos Chapter  
Secretary 2018

### Registrations

Registered Architect, State of Texas, No. 26721

### Continuing Education

College Station Citizens Police Academy

College Station Citizens Fire Academy

College Station Citizens University



YMCA Chilton

Rockwall, TX

## Jennifer Bettiol

### SENIOR ASSOCIATE / PROJECT ARCHITECT

As a Project Architect for Brown Reynolds Watford Architects, Ms. Bettiol is responsible for the schematic design, design development, production, project management and construction documentation for a variety of projects. She is also involved with client coordination, construction administration and budget estimations for these projects. Jennifer's exceptional organization skills and eye for detail combine to ensure a quality outcome for each client. Jennifer has worked on a variety of project types while with Brown Reynolds Watford Architects. This includes successfully delivering projects for municipal, government and recreational clients. Her strong organization and communication skills are critical to her ability to successfully coordinate her projects. Jennifer has been with BRW Architects since 2006.

### Representative Project Experience

- Bell County Exposition Center Renovation - Bell County, TX
- Brazos County EOC Study - Brazos Co., TX
- Brownwood Central Fire Station - Brownwood, TX
- Brownwood Fire Station No. 2 Study - Brownwood, TX
- Bryan Fire Station No. 2 - Bryan, TX
- Bryan Fire Station No. 5 - Bryan, TX
- Carnegie Library Renovation- Franklin, TX
- College Station City Hall Feasibility Study-College Station, TX
- College Station Fire Station No. 3 - College Station, TX
- College Station Fire Station No. 6 - College Station, TX
- College Station Fire Station No. 7 Feasibility Study- College Station, TX
- College Station Municipal Courts Building Renovation -College Station, TX
- College Station Utilities and Training Center - College Station, TX
- College Station Utilities Dispatch Center - College Station, TX
- College Station Signal Shop Upgrades - College Station, TX
- College Station Municipal Court Remodel - Traffic Management Center - College Station, TX
- College Station Traffic Operations Center - College Station, TX
- Comal County ESD #3, Fire Station No. 1 & 5 - Canyon Lake, TX
- Comal County ESD #3, Training Facility Study - Canyon Lake, TX
- DeSoto Fire Station No 261 - DeSoto, TX
- El Paso County ESD #1, Fire Station No. 1 - Horizon City, TX
- Groves Municipal Complex - Police, EOC, Courts - Groves, TX
- Harris County ESD #24, Aldine Fire Station No. 21 - Houston, TX
- Harris County ESD #28, Ponderosa Fire Station No. 62- Spring, TX
- Harris County ESD #47, Westlake Fire Station - Katy, TX
- Hays County ESD #5, Miller Whitaker Fire Station No. 1 - Kyle, TX
- Leander City Hall Renovation - Leander, TX
- Leander Fire Station No. 4 - Leander, TX
- Leander Municipal Complex Facility Needs Assessment - Leander, TX
- Marbel Falls Fire Station No. 2 Study - Marble Falls, Texas
- Montgomery County ESD #1, North Montgomery County Fire & Rescue, Fire Station No. 91 Study - Willis, TX
- Montgomery County ESD #1, North Montgomery County Fire & Rescue, Fire Station No. 94 & 95 - Willis, TX
- Orange County ESD #2, Little Cypress Fire Station No. 1 Study - Orange, TX
- Pearland Senior Center - Pearland, TX
- Port Neches City Hall and E.O.C. - Port Neches, TX





# FIRM INFORMATION



## SUMMARY OF ADMINISTRATION - BRW

**College Station (Contractual Office - work to be performed) - 28 employees**

175 Century Square Drive, Suite 350  
College Station, Texas 77840  
P: 979.694.1791  
F: 979-694-8293

### College Station Employees / Disciplines:

Licensed Architects - 4  
Administrative Support - 2  
Technical / Skilled - 22

**TOTAL College Station: 28**

### Dallas (Corporate Headquarters) - 76 employees

3535 Travis Street, Suite 250  
Dallas, Texas 77845  
P: 214.528.8704  
F: 214-528.8707

### Houston - 7 employees

4501 Magnolia Cove Dr, Suite 250  
Houston, Texas 77345  
P: 281.361.3800

### San Francisco - 8 employees

1620 Montgomery Street, Suite 320  
San Francisco, California 94111  
P: 415.749.2670

### Firm Employees / Disciplines:

Licensed Architects - 37  
Licensed Interior Designers - 3  
Administrative Support - 18  
Technical / Skilled - 60

**TOTAL FIRM - 118**

## NAMES OF PRINCIPALS IN FIRM

Craig S. Reynolds, FAIA, Managing Principal  
Mark E. Watford, FAIA, LEED AP, Managing Principal  
Gary DeVries, AIA, LEED AP, Principal  
F. Chris Ford, AIA, Principal  
Lisa W. Lamkin, AIA, CSI, LEED AP, Principal  
**Ray W. Holliday, AIA, ASLA, LI, Principal**  
Jeffrey S. Choyce, AIA, Principal

## HISTORY OF FIRM

Founded in 1984, BRW is dedicated to Excellence in Architecture. Headquartered in Dallas, Texas, we have branch studios in College Station (est. 1998), Houston (est. 2007), and San Francisco (est. 2010). Over the past 33 years, the firm has extensive experience in municipal and government projects and has worked in over 163 Texas communities with a client return rate of over 85%. BRW is a full service architectural and planning firm specializing in governmental and municipal projects.

We strive to not only provide high-quality design services displaying good value, but also strive to educate and build consensus among all project stakeholders. While our facility designs are focused on meeting operational needs, we are also committed to our client's overall community goals and reflecting the character of the city.

## YEARS FIRM HAS BEEN IN BUSINESS

BRW was founded in 1984. We have been in business for thirty-five years under the same company name. BRW is a Corporation filed with the State of Texas; May 20, 1996.

## PRIMARY CONTACT PERSON

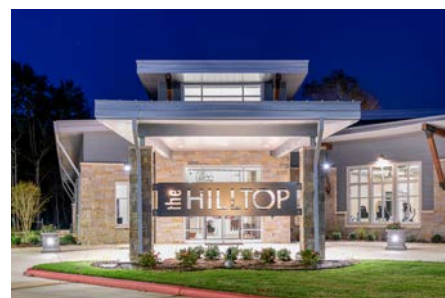
Ray Holliday, AIA, ASLA, LI, Principal  
P: 979.694.1791; F: 979.694-8293  
rholliday@brwarch.com

## SECONDARY CONTACT PERSON

Rechelle Parker, Senior Associate  
P: 979.694.1791; F: 979.694-8293  
rparker@brwarch.com



## SIMILAR PROJECT EXPERIENCE



MONT BELVIEU, TEXAS

## THE HILLTOP AT EAGLE POINTE

The Hilltop at Eagle Pointe is a new, trendsetting active adult facility designed to specifically accommodate the community members of Mont Belvieu who are aged 55 years and older. The new 12,240 sq. ft. facility will provide many new amenities and facilitate an increased number of program offerings for The Hilltop members. Designed specifically for ease of use by aging adults, the entrance and covered drop-off is strategically located in the middle of the facility to reduce walking distances for members. The split floor plan also gives staff clearer visibility down both the activities and multi-purpose hallways.

Some of the featured new social areas include a great room for meeting and gathering, a library with a coffee bar, and a game room with a pool table, ping pong table, dart board, wall-sized scrabble board, card tables, and an entertainment center.

For increased physical exercise, the facility includes a Fitness room with treadmills and ellipticals with built-in TV's as well as stationary bikes, and machine weights. Because group fitness has always been a popular program, the new aerobics room has the capacity for up to 46 attendees and features shock absorptive flooring, mirrors for checking alignment, a ballet bar for stability, cubbies for personal belongings, and storage for additional exercise equipment.

For those members who prefer to be outdoors, the back porch is a great place for lounging with teak rocking chairs, ceiling fans, a gas grill and spectacular views of the 17th fairway on the Eagle Pointe Golf course.

### PROJECT DETAILS

completed: 2018  
 client: City of Mont Belvieu  
 size: 12,240 sq. ft.  
 final construction cost: \$4,200,000  
 role: Architect  
 project principal: Ray Holliday, AIA  
 project architect: Katherine Palumbo, AIA  
 project coordinator: Peri Sutton, Assoc. AIA  
 client contact:  
 Nathan Watkins, City Manager  
 City of Mont Belvieu  
 11607 Eagle Drive  
 Mont Belvieu, TX 77580  
 Phone: 281.576.2213  
 nwatkins@montbelvieu.net





CONROE, TEXAS

## C.K. RAY RECREATION & ACTIVITY CENTER

The City of Conroe provides a variety of indoor and outdoor activities. Many of these activities occur at the city's Recreation and Activity Center, which is highly utilized by the community. Due to the City of Conroe's growth, the Parks and Recreation Department commissioned the renovation and addition to their current recreation and activity center.

The Recreation Center provides comfortable, yet, generous spaces to accommodate a variety of activities, such as, yoga, junior gymnastics, basketball, volleyball, racquetball, teen zone, dancing, aerobics, spinning, and so forth. Adjacent to the cardio and weight training area, a nursery is provided, to support members' needs, in a secure visible area. Administration offices are strategically placed to provide privacy to staff, yet be available to members needs.

The entire 29,000 SF facility engenders a design appeal towards a variety of material palettes with a high attention to detail. The sweeping roof structure and angled entrance welcome visitors and community members to a spacious lobby and naturally illuminated corridors. The designed landscape features connect to other recreational features of the park and provide a sense of unity and interaction.

### PROJECT DETAILS

*completed:* 2014

*client:* City of Conroe

*size:* 29,000 sq. ft.

*cost:* \$4,022,000

*role:* Architect of Record

*team:* Ray Holliday, AIA, Project Manager

*reference:* Mike Riggins, Center Supervisor,  
936.522.3001

### AWARDS & HONORS

- 2012 Athletic Business, Architectural Showcase: Public Recreation Facilities
- 2012 TRAPS Recreational Facility Design Excellence Award
- 2011 NRPA Southwest Region Award for Outstanding Park or Facility Design - Class II
- 2011 TRAPS Region IV Award for Innovations in Park and Facility Development



## BROWNWOOD, TEXAS

# BROWNWOOD COLISEUM, TIMMINS BUILDING, AND COMMUNITY CENTER FEASIBILITY STUDY

Strongly rooted in hometown character, The City of Brownwood has successfully maintained its downtown as a civic, cultural, and entertainment center. Faced with aging landmarks and a void in event space facilities, Emily Crawford, the Brownwood City Manager reached out to BRW Architects to evaluate several City-owned properties and their possible roles in the City's vision to create gathering places for the community to interact.

The goal of this study was two-fold. As a landmark of the City of Brownwood, the Brownwood Coliseum has been an integral part of the landscape since the early 1960's. BRW Architects was asked to evaluate and prioritize the needed repairs and renovations. We were also tasked to evaluate the long-range value of the Coliseum as a City held property.

The second part of this study was to evaluate the Timmins building and the Ice House as possible event spaces and community gathering areas. To further extend the corridor between the Coliseum and the train depot, BRW looked at the possibilities of the areas surrounding the Timmins Building and Ice House, the integration of the RV area formerly utilized during the Re-Union event and lastly the Adams Street Community Center.

The final part of this study evaluated the Adams Street Community Center. Currently, the facility is well used by parks and recreation, card playing groups, art exhibits and as a meeting space for local groups. The center is in need for structural and drainage repair. Upon completion of these repairs, cosmetic improvements inside will enhance the Community Center's attractiveness for further events and gatherings. The interior has not seen improvement since the 1980's. Modernization of the facility was recommended to increase the utilization and functionality of this city owned asset.

BRW analyzed each of the existing facilities and the surrounding sites to develop a proposed master plan, site plans, renovation plans and options, and three-dimensional imagery (renderings and fly-through videos).

## PROJECT DETAILS

*completed:* 2019

*client:* City of Brownwood

*size:* 3 Buildings:

Brownwood Coliseum

Timmins Building

Adams Street Community Center

*cost:* TBD - 3 ranges were

given for each building from  
Minimal Updates, to Moderate  
Improvement, to full Building  
Potential \$8,848,600 to  
\$16,918,500

*role:* Architect

*project principal:* Ray Holliday, AIA

*project architect:* Jennifer Bettiol, AIA

*client contact:*

Emily Crawford, City Manager

City of Brownwood

501 Center Ave

Brownwood, TX 76801

Phone: 325.646.5775

ecrawford@brownwoodtexas.gov





WALLIS, TEXAS

## MYNARIK PARK MASTER PLAN

Mynarik Park is dedicated to the memory of Leona, Bessie, and Sidonie Mynarik. These three sisters grew up on a 50 acre farm near Wallis, Texas, roughly an hour west of Houston. When the last surviving sister, Sidonie, passed away in 2009, the entire property including the original farmhouse was donated to the City of Wallis along with a gift of two million dollars to develop the property into a park for the community. A significant portion of the money will be set aside and invested to fund the long-term maintenance of the park, while the remainder will be used to fund the first phase of development.

Phase one will include the most crucial elements of the park that fall within the available budget. First and foremost is the repair and cleaning of the existing farmhouse. A nearby community garden and orchard will honor the sisters' request by giving visitors a glimpse of what farm life once was. The new event hall will provide a large gathering space for family reunions, classes, scout meetings, lectures, and a variety of community events. Also included in the first phase are a new entrance drive and parking, playground area, jogging trail, two soccer fields (junior and adult), and various park amenities such as benches and picnic tables.

The long term plan reflects the desires of the City of Wallis for the best utilization of the donated land and the most benefit to their growing population. Natural areas include a fishing pond, a wetland and wildlife area which doubles as stormwater detention, and a green corridor of newly planted trees which runs through the entire park. Several new athletic facilities will be added, including softball, tennis, volleyball and basketball. The trail from phase one will expand into a full one-mile loop around the park, and more recreational amenities will be constructed including a skate park, swimming pool, splash pad, pavilions, horseshoe pits and additional playgrounds and picnic areas.

The theme of the three Mynarik sisters is celebrated and carried throughout the entire design, from the three major gathering spaces to the groupings of trees and picnic tables in threes, and all the way down to the architectural details of the new buildings and park signage. This park is truly a tribute to their memory and a constant reminder of their generosity and impact on the community of Wallis.



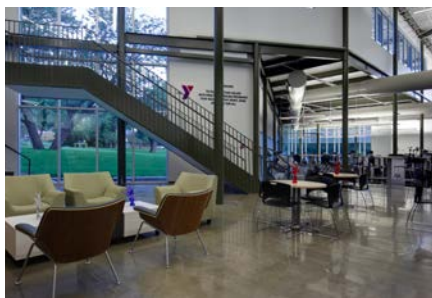
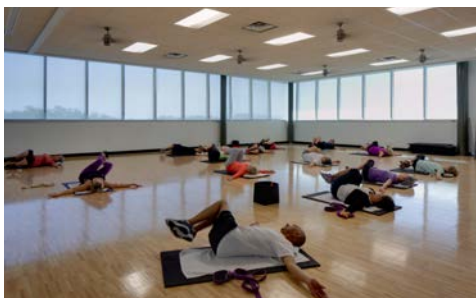
### PROJECT DETAILS

completed: 2014 (Study)

client: City of Wallis

team: Ray Holliday, AIA, Project Manager; Daniel Pesek, AIA, Project Architect

cost: phase 1 - \$1,200,000 (estimated)



DALLAS, TEXAS

## YMCA AT WHITE ROCK

With its close proximity to White Rock Lake and access from miles of hike and bike trails, the White Rock YMCA is designed to connect users to the natural environment. Nestled into the hillside, the building engages the site topography and takes advantage of second floor views of the Lake. The building is set back from the street to create open green space, preserving several large existing trees. The Cardio Room has a full length window wall, supplying an abundance of natural daylight and focusing views to the open green space.

Outdoor programming includes “sunshine yoga”, accessed by a winding walking trail around the property. An indoor lap pool opens out onto a large outdoor family pool and splash pad. The approximately 37,700 square foot, two-story facility will house a Child Watch area, Administration offices, Locker rooms, and Lounge. Programs at the new Y will include Cardio / Weight Room, Aerobics, Spinning, Multi-Purpose, Gymnasium, Natatorium, and outdoor Family Pool with Splash Pad.

The White Rock YMCA will be promoting healthy lifestyles beyond fitness alone. Interior building products with low chemical emissions were utilized to improve the indoor air quality. Natural daylight and views to the outdoors are a primary focus of every interior space. White Rock residents are accustomed to natural beauty and healthy activities surrounding the lake, and the new YMCA facility will continue this tradition.

### PROJECT DETAILS

*completed:* 2016

*client:* YMCA of Metropolitan Dallas

*size:* 33,350 sq. ft. New Construction

*cost:* \$9,133,000

*role:* Architect of Record

*team:* Chris Sano, AIA, Project Designer

*reference:* Stanley Thomas, VP Properties  
& Facilities, YMCA of Metropolitan  
Dallas

972.560.3809





ROCKWALL, TEXAS

## J.E.R. CHILTON YMCA OF ROCKWALL

In order to deal with population growth over the past twenty years, the YMCA at Rockwall has undergone numerous building additions. While these many expansions helped to alleviate immediate needs at the time, the lack of master planning has resulted in a facility that is not only limited on space, but is also disjointed and no longer meets the needs of its patrons.

With a new building expansion, the YMCA was determined to improve youth services, increase fitness opportunities, and inspire the community.

BRW's design solution called for the demolition of three of the previous building additions in order to make way for a new large, singular building expansion. The new building replaced the undersized Cardio room, outdated locker rooms, and provides a welcoming entrance and lounge. The increased building area also includes space for the local hospital act as a tenant. Through this new partnership, the hospital will provide health assessments to the community at the YMCA.

The new facility not only improves fitness opportunities, but it also serves to promote fitness to the community. The new building façade faces a major thoroughfare and provides much visibility to all the great things happening at the YMCA, which were previously concealed by the older buildings.

The YMCA focuses on youth development, healthy living, and social responsibility. The new facility in Rockwall not only supports this vision, but also helps to achieve it.

### PROJECT DETAILS

*completed:* 2015

*client:* YMCA

*size:* 12,364 SF New Construction

34,200 SF Total Building - Renovation

*cost:* \$12,600,000

*role:* Architect of Record

*team:* Chris Sano, AIA, Project Designer

*reference:* Stanley Thomas, VP Properties & Facilities, YMCA of Metropolitan Dallas  
972.560.3809



BEAUMONT, TEXAS

## LAMAR UNIVERSITY NEW SOFTBALL COMPLEX

The new 600 seat competition softball complex will provide stadium seating, covered bull pens, and batting cages, press boxes, and NCAA regulation field. Designed to be built in two phases, this \$2.5 million (approx.) stadium will seamlessly flow with the existing field house, ticketing, concessions, and restrooms located adjacent to the stadium. Located west of the existing soccer field and south of the existing baseball stadium, this facility will provide visual prominence to the university from US287 / 69.

The softball complex will provide the following elements:

- Gated entrance and site fencing
- Field fencing
- Natural turf field with drainage system
- Covered practice area
- Dugouts
- Scoreboard and sound system
- Sports lighting
- Seat back and bench seating
- Seating canopy
- Press boxes

### PROJECT DETAILS

*completed:* 2014

*client:* Lamar University

*cost:* \$1,600,000 (Phase I) \$1,000,000 (Phase II)

*role:* Architect of Record

*team:* Jeff Choyce, AIA, Project Manager





DALLAS, TEXAS

## TRINITY RIVER AUDUBON CENTER

The Trinity River Audubon Center is inspired by nature, while responding to the urban downtown environment only a few miles away. It is hard to imagine a place with such beauty, history and intrigue that has been overlooked by the majority of Dallas citizenry for decades. And yet, only due to this absence of attention, the majestic native trees and “Twain-like” riverbanks have been allowed to remain intact.

The Center resolves the dichotomy between man and nature within the context of the Master Plans for the Trinity River and Great Trinity Forest. As visitors enter the forest either by road or by trail, they feel a transition to the forest ecosystems, appreciate the uniqueness of this forgotten place, and understand the evolution of the land by man’s impact through domestic development.

The Center within the Trinity Forest allows people, forest, river, and wildlife to coexist without barriers or harm. This gateway for forest visitors absorbs the energy inherent to the site and distills it into an Interpretive Center that celebrates the culture of the land.

### PROJECT DETAILS

*completed:* 2008

*client:* City of Dallas

*size:* 20,975 SF

*cost:* \$10,789,400

*in association with* Antoine Predock  
*Architect*

### AWARDS & HONORS

- Planned for LEED Gold Certification
- 2009 Recreation Management Innovative Architecture & Design Award
- 2009 Dallas Business Journal Best Green Project
- 2009 North Texas USGBC Design Award
- 2008 Greater Dallas Planning Council’s Built Environment Design Award
- 2008 Texas Architect Magazine, Published
- 2007 Texas Contractor Magazine, Published



## REFERENCE DATA SHEET

### THE HILLTOP ACTIVE ADULT FACILITY, MUNICIPAL FACILITIES ANALYSIS AND MASTER PLAN

City of Mont Belvieu, Texas  
 Scott E. Swigert, MPA, Assistant City Manager  
 281.576.2213 ext 223  
 sswigert@montbelvieu.net  
 Project Begin: 4/2016  
 Project Complete: 9/2018  
 Project Budget: \$4,200,000  
 Services Provided: Principal Firm - Full A/E Design Services including Programming, Master Planning, Preliminary Design (Floor Plans, Site Plans and Renderings)

### BROWNWOOD COLISEUM, TIMMINS BUILDING, AND COMMUNITY CENTER FEASIBILITY STUDY

City of Brownwood, Texas  
 Emily Crawford, City Manager  
 325.646.5775  
 ecrawford@brownwoodtexas.gov  
 Facility Analysis and Feasibility Study for Brownwood Coliseum, Timmins Building Indoor/Outdoor Civic Gathering, Adams Street Community Center  
 Project Begin: 10/2018  
 Project Complete: 01/2019  
 Project Budget: TBD - 3 Options for improvements were given for each building from Minimal Updates to full Building Potential \$8,848,600 to \$16,918,500  
 Services Provided: Building Assessment/Analysis, Programming, Master Planning, Site Planning, Floor Plans, Elevations, 3D Renderings, Cost Estimates for 3 ranges of improvements for each building

### CITY OF LOS FRESNOS MUNICIPAL COMPLEX MASTER PLAN, CITY HALL AND COURTS BUILDING

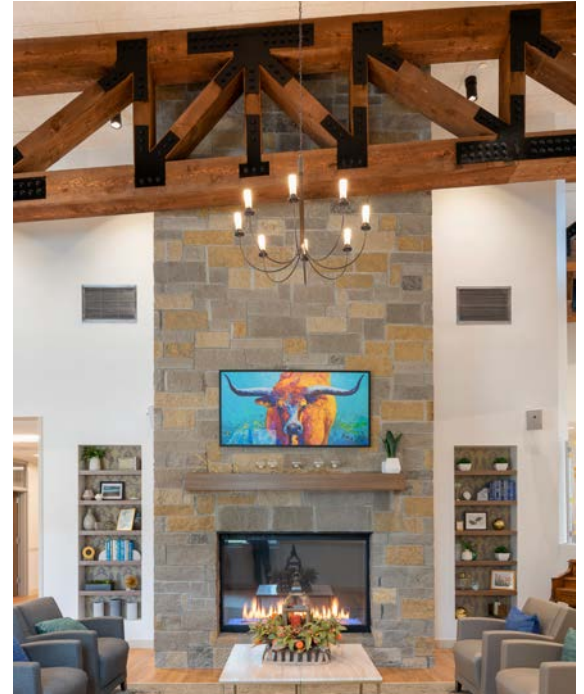
City of Los Fresnos, Texas  
 Mark Milum, City Manager  
 956.233.5768  
 mmilum@citylf.us  
 Project Begin: May 2017  
 Project Complete: currently under construction  
 Project Budget: \$2,500,000  
 Services Provided: Full A/E Design Services

### FIRE STATION 7 AND FIRE STATION 6

City of Georgetown, Texas  
 Eric Johnson, CIP Manager  
 512.819.3145  
 eric.johnson@georgetown.org

Fire Station 7 Project  
 Project Begin: 2/2018  
 Project Complete: currently under construction  
 Project Budget: \$3,500,000  
 Services Provided: Full A/E Design Services

Fire Station 6 Project  
 Project Begin: 7/2017  
 Project Complete: currently under construction





## LITIGATION AND ETHICS

BRW Architects has had the following claims that have been resolved or anticipated to be resolved through alternative dispute resolution / mediation. Claims are as follows:

- Claim resolved via mediation. BRW Architects' professional liability insurance carrier settled with the City of Orange Texas regarding project scope increases and contractor cost escalation.
- Claim resolved via mediation. BRW Architects' assisted as a third party with the Montgomery Co. ESD regarding issues with contractor performance on metal roof installation. BRW was determined to be without liability and continues to provide services to the ESD for additional projects.
- Claim resolved via mediation. The project mechanical engineer's professional liability insurance carrier settled with the City of Brownwood Texas to resolve HVAC issues at No. 1 Fire Station regarding MEP system design. BRW facilitated the resolution.
- Claim resolved via mediation. The project landscape architect and his professional liability carrier resolved issues related to contractor errors in construction of lawn irrigation system at PVAMU soccer facility. BRW facilitated the resolution.

BRW Architects has no ethic violations or board actions within the past five (5) years against the firm, including it's parent, sister or subsidiary companies, and proposed subcontractors.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/26/2019

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> McLaughlin Brunson A Risk Strategies Company 12801 N CENTRAL EXPY, STE 1710 Dallas, TX 75243	<b>CONTACT NAME:</b> Joe Bryant	
	<b>PHONE (A/C, No, Ext):</b> (214) 503-1212	<b>FAX (A/C, No):</b> (214) 503-8899
<b>E-MAIL ADDRESS:</b> certificate@mclaughlinbrunson.com		
<b>INSURED</b> Brown Reynolds & Watford Architects, Inc. 3535 Travis St. #250 LB 102 Dallas TX 75204	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Travelers Indemnity Co of America	
	<b>INSURER B:</b> Travelers Indemnity Company	
	<b>INSURER C:</b> XL Specialty Insurance Company	
	<b>INSURER D:</b> Travelers Property Casualty Co of Amer	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

## COVERAGES

CERTIFICATE NUMBER: 47244173

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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6805H632472	12/20/2018	12/20/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
D	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BA2A266690	12/20/2018	12/20/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CUP3616T685	12/20/2018	12/20/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Professional Liability		<input checked="" type="checkbox"/>	DPR9936560	1/22/2019	1/22/2020	Per Claim \$2,000,000 Annual Aggregate \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Santa Cruz, its officers, officials, employees, agents, and volunteers are named as additional insured on the general liability coverage as required by contract.  
 The claims made professional liability coverage is the total aggregate limit for all claims presented within the annual policy period and is subject to a deductible. Thirty (30) day notice of cancellation in favor of the certificate holder on all policies.

## CERTIFICATE HOLDER

## CANCELLATION

City of Santa Cruz Risk Management 809 Center Street Room 7 Santa Cruz CA 95060	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Joe Bryant

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ACORD 25 (2016/03)

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T2-QJI



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
2/26/2019

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.

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<b>PRODUCER</b> Commercial Lines USI Insurance Services LLC 2601 South Bayshore Drive, Suite 1600 Coconut Grove, FL 33133		<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): 888-572-2412 FAX (A/C, No): E-MAIL ADDRESS: certs@trinet.com	
<b>INSURED</b> TriNet HR II, Inc. F/W/L Brown Reynolds Watford Architects PO Box 241448 Charlotte, NC 28224		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Indemnity Insurance Company of North America NAIC # 43575 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 13942893

REVISION NUMBER: See below

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 CERTIFICATION 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>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WLRC66051249	3/1/2019	3/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers' Compensation is limited to worksite employees of Brown Reynolds Watford Architects through a co-employment contract with TriNet HR II, Inc.

## CERTIFICATE HOLDER

## CANCELLATION

Brown Reynolds Watford Architects, Inc.  
 175 Century Square Drive  
 Suite 350  
 College Station, TX 77840

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

(This certificate replaces certificate# 13921831 issued on 2/24/2019)



<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>	
<p><b>1 Name of vendor who has a business relationship with local governmental entity.</b>  Ray Holliday, Principal - to the best of BRW Architects' knowledge, there are no relationships in existence that create, or appear to create, a conflict of interest.</p>	<p>Date Received</p>	
<p><b>2</b> <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <p style="text-align: center;">n/a</p> <p style="text-align: center;">_____ Name of Officer</p>		
<p><b>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</b></p> <p style="margin-top: 20px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No </p> <p style="margin-top: 20px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No </p>		
<p><b>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</b></p>		
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p><b>7</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   Signature of vendor doing business with the governmental entity </div> <div style="text-align: right;"> April 9, 2019  Date </div> </div>		



WWW.BRWARCH.COM

**BRW ARCHITECTS**

175 Century Square Drive, Suite 350

College Station, Texas 77840

979.694.1791