

Holly Gray, Vice President
David Brundage, Board Member
John Pullen, Board Member



Brian Darby, Board Member
David Thompson, Board Member
Ernie Adams, Board Member

**ROANOKE CONVENTION CENTER HOTEL
LOCAL DEVELOPMENT CORPORATION
AGENDA
MAY 26, 2026
7:30 PM
500 S OAK ST
ROANOKE, TEXAS 76262**

A. CALL TO ORDER

The City Council reserves the right to adjourn into Executive Session during the course of this meeting to discuss any item on the posted agenda as authorized by Chapter 551 of the Texas Government Code.

B. PUBLIC INPUT

This item is available for citizens to address the Roanoke Hotel Convention Center Local Development Corporation on any issues that are not the subject of a public hearing. No action by law may be taken on the topic. The presiding officer reserves the right to impose a time limit on this portion of the agenda. In order to provide the highest quality audio, all speakers need to speak at the podium.

C. APPROVAL OF THE MINUTES

1. Consider approval of the minutes from the Roanoke Convention Center Hotel Local Development Corporation regular meeting held April 28, 2026

D. NEW BUSINESS

1. Consideration and action on approval of Amendment #02 to a Design Building Agreement (DBA) by and between Roanoke Convention Center Hotel Local Development Corporation and Brasfield & Gorrie for an Early Work Package to enable work through the preparation of shop drawings and submittals, for early-engaged trades, and procurement of long-lead equipment to maintain the schedule in the amount of \$1,711,173.02.



AGENDA FOR THE REGULAR MEETING
OF THE ROANOKE CONVENTION
CENTER HOTEL LOCAL
DEVELOPMENT CORPORATION

May 26, 2026
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E. ADJOURNMENT

CERTIFICATION

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Tuesday, May 19, 2026, by 5:00 pm, in accordance with Chapter 551, Texas Government Code.

Lindsay Rawlinson, City Secretary

*Any person planning to attend this meeting that may require auxiliary aids or services should request accommodations two (2) days prior to the meeting by calling (817) 491-8152. **BRILLE IS NOT AVAILABLE.**

A public wireless network is now available in the Council Chambers for use during meetings. It is available from 7am to 11pm Monday thru Friday. The name of the network is: COR-Guests



Holly Gray, Board Member
David Brundage, Board Member
VACANT, Board Member

Carl E. Gierisch, Jr., President

Brian Darby, Board Member
David Thompson, Board Member
VACANT, Board Member

MINUTES
ROANOKE CONVENTION CENTER HOTEL LOCAL DEVELOPMENT CORPORATION
APRIL 28, 2026
CITY HALL COUNCIL CHAMBERS
500 S. OAK STREET
7:30 P.M.

PRESENT: President Carl E. "Scooter" Gierisch, Jr., Board Members Holly Gray, Brian Darby, David Brundage, and David Thompson; City Manager Cody Petree, Assistant City Manager Jeriahme Miller, City Secretary Lindsay Rawlinson, and City Attorney Jeff Moore.

DEPT. STAFF: Chief of Police Jeff Williams, Finance Director Kyle Lester, Information Technology Manager Blake Gore, and Public Engagement Manager Sandra Pettigrew.

ABSENT: None.

A. CALL TO ORDER

President Gierisch called the meeting to order at 7:59 p.m.

B. PUBLIC INPUT

None.

C. NEW BUSINESS

1. Discussion and action on approval of the Roanoke Convention Center Hotel Local Development Corporation Bylaws.

Motion made by Board Member Gray and seconded by Board Member Thompson to approve the Roanoke Convention Center Hotel Local Development Corporation Bylaws.

Motion carried unanimously.

2. Consideration and action to nominate and elect a Vice President of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.

Motion made by Board Member Thompson and seconded by Board Member Darby to nominate and elect Holly Gray as Vice President of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.



**MINUTES OF THE ROANOKE
CONVENTION CENTER HOTEL LOCAL
DEVELOPMENT CORPORATION**

**April 28, 2026
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Motion carried unanimously.

3. Consideration and action to nominate and elect a Secretary of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.

Motion made by Vice President Gray and seconded by Board Member Darby to nominate and elect City Secretary Lindsay Rawlinson as Secretary of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.

Motion carried unanimously.

4. Consideration and action to nominate and elect a Treasurer of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.

Motion made by Board Member Thompson and seconded by Vice President Gray to nominate and elect Finance Director Kyle Lester as Treasurer of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.

Motion carried unanimously.

5. Consideration and action on approval of a Municipal Advisory Agreement by and between Roanoke Convention Center Hotel Local Development Corporation and Hilltop Securities, Inc.

Motion made by Board Member Thompson and seconded by Vice President Gray to approve a Municipal Advisory Agreement by and between Roanoke Convention Center Hotel Local Development Corporation and Hilltop Securities, Inc.

Motion carried unanimously.

6. Consideration and action on approval of a Design Building Agreement (DBA) by and between Roanoke Convention Center Hotel Local Development Corporation and Brasfield & Gorrie.

Motion made by Vice President Gray and seconded by Board Member Thompson to approve a Design Building Agreement (DBA) by and between Roanoke Convention Center Hotel Local Development Corporation and Brasfield & Gorrie.

Motion carried unanimously.



**MINUTES OF THE ROANOKE
CONVENTION CENTER HOTEL LOCAL
DEVELOPMENT CORPORATION**

**April 28, 2026
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7. Consideration and action on approval of Amendment #01 to a Design Building Agreement (DBA) by and between Roanoke Convention Center Hotel Local Development Corporation and Brasfield & Gorrie to start procurement and construction on the Model Room in the amount of \$349,527.

Motion made by Board Member Thompson and seconded by Vice President Gray to approve Amendment #01 to a Design Building Agreement (DBA) by and between Roanoke Convention Center Hotel Local Development Corporation and Brasfield & Gorrie to start procurement and construction on the Model Room in the amount of \$349,527.

Motion carried unanimously.

8. Consideration and action on approval of a Construction Monitor Agreement by and between Roanoke Convention Center Hotel Local Development Corporation and Cronin Construction in the amount of \$320,676.

Motion made by Vice President Gray and seconded by Board Member Thompson to approve a Construction Monitor Agreement by and between Roanoke Convention Center Hotel Local Development Corporation and Cronin Construction in the amount of \$320,676.

Motion carried unanimously.

9. Consideration and action on approval of a Lease Agreement for a Model Room and Construction Jobsite Office by and between Roanoke Convention Center Hotel Local Development Corporation and the City of Roanoke.

Motion made by Vice President Gray and seconded by Board Member Thompson to approve a Lease Agreement for a Model Room and Construction Jobsite Office by and between Roanoke Convention Center Hotel Local Development Corporation and the City of Roanoke.

Motion carried unanimously.

D. ADJOURNMENT

Motion made by Vice President Gray and seconded by Board Member Darby to adjourn the meeting at 8:07 p.m.

Motion carried unanimously.

Carl E. "Scooter" Gierisch, Jr., President

Lindsay Rawlinson, City Secretary



Roanoke Convention Center Hotel Local Development Corporation AGENDA ITEM

TO: RCCHLDC Board of Directors

SUBJECT: Amendment #02 to a Design Building Agreement (DBA)

MEETING DATE: May 26, 2026

DEPARTMENT: City Manager

ITEM SUMMARY:

Consideration and action on approval of Amendment #02 to a Design Building Agreement (DBA) by and between Roanoke Convention Center Hotel Local Development Corporation and Brasfield & Gorrie for an Early Work Package to enable work through the preparation of shop drawings and submittals, for early-engaged trades, and procurement of long-lead equipment to maintain the schedule in the amount of \$1,711,173.02.

INFORMATION:

DBA Amendment #02 | Earthwork/Underfloor Utilities/Foundations – This Amendment is to advance shop drawings and procurement of long lead time items. It also includes the procurement and installation of a site fence.

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. DBA Amendment #2 - Enabling Work 2026.05.19

Design-Build Amendment (Change Order)

Amendment Number: 0002	Amendment Effective Date: 5/26/2026 <small>(upon execution by all parties)</small>
Project: Roanoke Convention Center Hotel	Design-Builder's Project: 31207 Date of Agreement: 4/29/2026
Owner: Roanoke Convention Center Hotel Local Development Corporation 500 S. Oak Street Roanoke, Texas 76262 City of Roanoke, Texas 500 S. Oak Street Roanoke, Texas 76262	Design-Builder: Brasfield & Gorrie, LLC 8350 N. Central Expressway, Suite 1000 Dallas, Texas 75206

Scope of Work:
 Change to current DBA agreement to include early enabling work as described in letter enclosed.


Original Contract Value:	\$ 4,157,625.29
Net Change by Previous Amendments:	\$ 349,526.88
This Amendment Increase/Decrease:	\$ 1,711,173.02
New Contract Value:	\$ 6,218,325.19

Original Contract Completion Date:	7/28/2026
Adjustments by Previous Amendments:	21
This Amendment Contract Time Increase/Decrease:	0
Revised Substantial Completion Date:	8/18/2026

By executing this Amendment, Owner and Design-Builder agree to modify the Agreement's Scope of Work, Contract Value and Contract Time as stated above. Upon execution, this Amendment becomes a Contract Document issued in accordance with the Design-Build Agreement and General Conditions Between Owner and Design/Builder.

OWNER:
 By: _____
 Printed Name and Title: _____
 Date: _____

 By: _____
 Printed Name and Title: _____
 Date: _____

DESIGN-BUILDER:
 By: 
 Printed Name and Title: Neil Caudle Division Manager
 Date: 05/19/2026



05/11/2026

Mark Bullard
Garfield Public/Private LLC
14911 Quorum Drive
Suite 380
Dallas, TX 75254

RE: Roanoke Convention Center Hotel – Amendment #2

Dear Mark,

Please see the breakdown below outlining the scope included in Amendment #2. This includes enabling work, preparation of shop drawings and submittals for early-engaged trades, and procurement of long-lead equipment. Anticipated start of BIM and early shop drawings to begin in June/ July with enabling work beginning in August.

Design Fees

8.33% of CA Fee for Design Partners

2 out of 24 Months = 8.33%

* Change order for Worrell Design Group (Food Service Design) included as increase in sf of Main Kitchen, Expo Kitchen, Lounge Bar BOH space, and Added scope to Boardroom/ Mtg Room Serving Counters.

Concrete

Submittals

Rebar Shop Drawings

Rebar Procurement

Fire Protection

Hydraulic Calcs

Fire Protection Design

BIM

Fire Pump Procurement

Plumbing

BIM

Grease Trap Procurement

HVAC

BIM

DOAS Procurement

Electrical & Fire Alarm

BIM

Generator Procurement

Fire Alarm Design

Data, AV, Security

BIM

Earthwork & SWPPP

15% of total estimated contract value

Submittals

Shop Drawings

SWPPP Plans

Temporary Fencing of Site



Site Utilities

15% of total estimated contract value

Submittals

Shop Drawings

Water Feature (Pool)

Underground Piping Procurement

Equipment Procurement

Sincerely,

A handwritten signature in blue ink that reads "Katie Denny".

Katie Denny
Senior Project Manager

Item of Work	APPROVED	APPROVED	APPROVED	CURRENT	Total Cost (To Date)
	4/29/26 DBA (Precon + Design)	4/29/26 DBA (Design Assist)	4/29/26 Amendment #1 (Model Room)	5/26/26 Amendment #2 (Shops/ Procure)	
0100 Hoisting, Equipment & Site Labor	-	-	-	-	-
0101 Design Fees	\$3,574,432	-	-	\$124,711	\$3,699,143
0102 Preconstruction	\$50,010	-	-	-	\$50,010
0174 Final Clean	-	-	\$500	-	\$500
0241 Demolition	-	-	\$8,445	-	\$8,445
0330 Concrete	-	-	-	\$315,000	\$315,000
0345 Precast	-	\$200,000	-	-	\$200,000
0405 Masonry & Stone	-	-	-	-	-
0550 Structural & Misc Steel	-	-	-	-	-
0573 Railings	-	-	-	-	-
0610 Rough Carpentry	-	-	\$7,747	-	\$7,747
0710 Waterproofing	-	-	-	-	-
0724 EIFS & Stucco	-	-	-	-	-
0741 Metal Panels	-	-	-	-	-
0750 Roofing	-	-	-	-	-
0781 Fireproofing & Spray-Insulation	-	-	-	-	-
0784 Firestopping	-	-	\$3,502	-	\$3,502
0810 Doors, Frames, Hardware	-	-	\$25,379	-	\$25,379
0833 Overhead Doors	-	-	-	-	-
0881 Glass & Glazing	-	-	\$5,701	-	\$5,701
0910 Cold Formed Metal Framing	-	\$50,000	-	-	\$50,000
0920 Drywall & Ceilings	-	-	\$37,942	-	\$37,942
0970.1 Convention Center Entry Lobby 2 Finish Allowance	-	-	-	-	-
0970.10 Convention Center Main Kitchen Finish Allowance	-	-	-	-	-
0970.11 Convention Center Kitchen Vestibule Finish Allowance	-	-	-	-	-
0970.12 Convention Center BOH Finish Allowance	-	-	-	-	-
0970.13 Convention Center Fitness Finish Allowance	-	-	-	-	-
0970.14 Convention Center Ballroom Finish Allowance	-	-	-	-	-
0970.15 Convention Center Pre-Function Finish Allowance	-	-	-	-	-
0970.16 Convention Center Boardroom Finish Allowance	-	-	-	-	-
0970.17 Convention Center Meeting Room Finish Allowance	-	-	-	-	-
0970.18 Convention Center Admin / Future Retail Finish Allowance	-	-	-	-	-
0970.19 Convention Center Corridor Finish Allowance	-	-	-	-	-
0970.2 Convention Center Elevator Lobby Finish Allowance	-	-	-	-	-
0970.20 Convention Center Vertical Circulation Finish Allowance	-	-	-	-	-
0970.3 Convention Center Lobby & Library Finish Allowance	-	-	-	-	-
0970.4 Convention Center Bar & Lounge Finish Allowance	-	-	-	-	-
0970.5 Convention Center 3-Meal Restaurant Finish Allowance	-	-	-	-	-
0970.6 Convention Center Expo Kitchen Finish Allowance	-	-	-	-	-
0970.7 Convention Center Market Finish Allowance	-	-	-	-	-
0970.8 Convention Center Level 1 Public Restroom Finish Allowance	-	-	-	-	-
0970.9 Convention Center BOH and Locker Room Finish Allowance	-	-	-	-	-
0980.07 Tower BOH Finish Allowance	-	-	-	-	-
0980.08 Typical Guestrooms Finish Allowance	-	-	\$20,635	-	\$20,635
0980.09 Executive Suite Finish Allowance	-	-	-	-	-
0980.10 VP Suite Finish Allowance	-	-	-	-	-
0980.11 Presidential Suite Finish Allowance	-	-	-	-	-
0980.12 Tower Guestroom Corridor Finish Allowance	-	-	-	-	-
0980.13 Tower Elevator Lobby Finish Allowance	-	-	-	-	-
0980.14 Tower Vertical Circulation Finish Allowance	-	-	-	-	-
0991 Painting & Wallcovering	-	-	\$9,282	-	\$9,282
1014 Signage	-	-	\$600	-	\$600
1015 Photoluminescent Markings	-	-	-	-	-
1028 Shower Enclosures	-	-	\$1,830	-	\$1,830
1030 Fireplaces	-	-	-	-	-
1073 Canopies	-	-	-	-	-
1112 Parking Control Equipment	-	-	-	-	-
1113 Loading Dock Equipment	-	-	-	-	-
1124 Window Washing Equipment	-	-	-	-	-
1140 Kitchen Equipment	-	-	-	-	-
1225 Window Treatments	-	-	-	-	-
1230 Site Furnishings	-	-	-	-	-
1420 Elevators	-	\$50,000	-	-	\$50,000
1492 Laundry and Linen Chutes	-	-	-	-	-
2100 Fire Protection	-	-	\$2,649	\$250,000	\$252,649
2200 Plumbing	-	-	\$36,144	\$100,000	\$136,144

Item of Work	4/29/26 DBA (Precon + Design)	4/29/26 DBA (Design Assist)	4/29/26 Amendment #1 (Model Room)	5/26/26 Amendment #2 (Shops/ Procure)	Total Cost (To Date)
2300 HVAC	-	-	\$16,684	\$100,000	\$116,684
2600 Electrical & Fire Alarm	-	-	\$37,021	\$300,000	\$337,021
2700 Data, AV, Security	-	-	\$11,056	\$25,000	\$36,056
3122 Earthwork & SWPPP	-	-	-	\$301,913	\$301,913
3201 Site Utilities	-	-	-	\$66,081	\$66,081
3211 Hardscape	-	-	-	-	-
3212 Pavement Markings	-	-	-	-	-
3231 Fences & Gates	-	-	-	-	-
3290 Landscape & Irrigation	-	-	-	-	-
3291 Swimming Pool	-	\$25,000	-	\$25,000	\$50,000
Contractor Insur & Risk Mgmt	\$49,601	\$4,448	\$4,569	\$22,245	\$80,863
Builders Risk Insurance	-	-	\$534	\$2,601	\$3,135
Subcontract Default Protection	-	-	\$2,979	\$15,184	\$18,163
G.C. Payment / Perform Bond	-	-	-	-	-
Construction Contingency	-	-	\$8,249	-	\$8,249
(Design) Contingency	-	-	-	-	-
General Conditions	-	-	\$50,468	-	\$50,468
General Requirements	-	-	\$44,582	-	\$44,582
Subtotal	\$3,674,043	\$329,448	\$336,499	\$1,647,735	\$5,987,725
Project Fee	\$141,451	\$12,684	\$13,028	\$63,438	\$230,600
Totals	\$3,815,494	\$342,131	\$349,527	\$1,711,173	\$6,218,325

*Amounts represent dollars committed, not necessarily dollars spent. Cash flow analysis outlining dollars spent TBD.

Activity Name	Orig Dur	Start	Finish	2026												2027												2028					
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
Concrete																																	
Submittals & Approvals - Concrete	20	04-Jun-26	01-Jul-26																														
Fab & Deliver Reinforcing Material	15	02-Jul-26	23-Jul-26																														
Fire Protection																																	
Submittals & Approvals - Fire Protection	20	04-Jun-26	01-Jul-26																														
Fab & Deliver Fire Protection	85	02-Jul-26	30-Oct-26																														
Plumbing																																	
Submittals & Approvals - Plumbing	20	04-Jun-26	01-Jul-26																														
Fab & Deliver Plumbing	30	02-Jul-26	13-Aug-26																														
Mechanical																																	
Submittals & Approvals - Mechanical Equipment	20	04-Jun-26	01-Jul-26																														
Fab & Deliver Mechanical Equipment	150	02-Jul-26	05-Feb-27																														
Electrical																																	
Submittals & Approvals - Electrical Equipment	20	04-Jun-26	01-Jul-26																														
Fab & Deliver Electrical Equipment	200	02-Jul-26	16-Apr-27																														
Data, AV, Security																																	
Submittals & Approvals - Low Voltage Equipment	20	04-Jun-26	01-Jul-26																														
Fab & Deliver Low Voltage Equipment	200	02-Jul-26	16-Apr-27																														
Earthwork & SWPPP																																	
Submittals & Approvals - Earthwork	20	04-Jun-26	01-Jul-26																														
Fab & Deliver Earthwork	30	02-Jul-26	13-Aug-26																														
Site Utilities																																	
Submittals & Approvals - Site Utilities	20	04-Jun-26	01-Jul-26																														
Fab & Deliver Site Utilities	30	02-Jul-26	13-Aug-26																														
Glass																																	
Construction																																	

