



# LLELA Nature Center Owner's Representative Proposal



**RAMEL**

March 30, 2026

Submitted by  
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Ramel Company, LLC proposes to join the City of Lewisville's Nature Center project team in providing cost control, procurement management, design management and construction management.

Below are the tasks and responsibilities the Ramel Team will complete and deliver for each phase of the project.

## **Cost Control Services (Pre-Construction & Construction Phases)**

Ramel will work with the City of Lewisville and the project team to establish and maintain the total project budget from start to financial closeout of the project.

- Development of a total project budget
- Establish and update cash flows on a quarterly basis
- Deliver independent cost estimates in close partnership with the City's Project Manager and design teams and challenge discrepancies
- Review project invoices, recommend invoices for payment and track against the total project budget
- Maintain the single source of truth for all budget, commitment and expenditure data
- Budget and track throughout the project costs related to:
  - Furniture
  - Fixtures
  - Equipment
- Attend regular project coordination meetings with design teams, contractors and stakeholders to maintain schedule and resolve issues expeditiously
- Meet quarterly with the City's accounting department to confirm and maintain accurate record of committed and uncommitted project costs
- Review and validate potential change orders, establishing fair and reasonable pricing while defending the City's financial interests
- Perform detailed price verification of contractor and subcontractor proposals, equipment charges, materials costs, overhead and profit markups against contract requirements and market data
- Provide a monthly financial report to the City detailing the current status of the budget, changes made since the previous report and anticipated costs
- Manage the project financial close-out process

## **Procurement Management Services**

Ramel will work with the City of Lewisville and the project team to procure the remaining team members needed to complete the Phase I project. This scope of work will include the following:

- Assist the City with the creation of the Request for Qualifications (RFQ) or Request for Proposal (RFP) documents and exhibits
- Review and report quantitative data for best qualified and best valued
- Administer interview process with perspective candidates for each scope of services
- Negotiate fees, scope, terms, conditions, and contractual language in the best interest of the City of Lewisville

Ramel understands that the following services need procured (but not limited to):

- Geotechnical Engineering Services
- Materials Testing
- Commissioning Agent
- Construction Manager at Risk (CMAR)
- Furniture Design Consultant
- Furniture Supplier
- Furniture Installer
- Exhibit Design Consultant
- Exhibit Fabricator and Installer

## **Design Management Services**

Ramel will work with the City of Lewisville and the project team to manage the entire design phase of the project. This will include, but is not limited to:

- The organization and tracking of the running “To Do’s” for each project team member
- Manage and track City of Lewisville’s Decision-Making Milestones
- Coordinate and facilitate communications with the City of Lewisville stakeholders
- Coordinate with City consultants such as furniture design consultant and exhibit design consultant
- Assist the City of Lewisville with the coordination with franchise utilities for design purposes
- Manage Design Teams Design Milestones and Deliverables
- Provide Constructability Reviews
- Manage the Creation and Tracking of Cost Management Options and Decisions

## **Design Management Services (continued)**

Ramel will perform the above scope for the following design phases:

- Concept Design
- Schematic Design Phase
- Design Development Phase
- Construction Documents Phase (Permit Set)
- For Construction Set (Final Contract Document Set)

## **Construction Management Services:**

Ramel will work with the City and the project team to manage the construction progress and the challenges the project will encounter. Ramel will also work with the City to review decisions that need to be made during the progress of the project. Ramel will manage the project in the best interest of the City of Lewisville.

- Assist the CMAR team and the City of Lewisville with the coordination with franchise utilities for service equipment procurement and service installation purposes
- Manage the correction of deficiencies throughout the project
- Coordinate with City vendors for delivery of, but not limited to:
  - Furniture
  - Equipment
  - Specialty Exhibits
  - System
- Provide monthly construction progress reports
- Provide weekly project site walks and document construction progress
- Provide regular OpenSpace walks to capture project progress
- Provide drone construction progress photos of site throughout the project's exterior construction phase
- Attend and participate in all Owner, Architect, and Contractor coordination meetings
- Facilitate the owner review of product data, samples, and mock-ups
- Review all monthly Application for Payments and vendor invoices on behalf of the City
- Review and advise the City on change orders that are submitted
- Facilitate budget revisions and updates throughout the project
- Facilitate the acceptance of utilizing contingencies
- Review and provide comments to monthly updated project schedule
- Review and advise the City on schedule changes
- Review and advise the City on Request for Information (RFIs) that are submitted throughout the project

## **Construction Management Services (continued):**

- Coordinate consultant reviews and reports
- Coordinate and facilitate the creation of punch list
- Coordinate and facilitate the acceptance of completed punch list items
- Coordinate the proper commissioning of specialty systems
- Coordinate and facilitate 11-month warranty walk
- Coordinate and facilitate the acceptance of the completed 11-month warranty items
- Provided Quality Control throughout the project

## **Inclusions:**

- Computer hardware to provide proposed services
- Computer software to provide proposed services
- Insurances as required by the City of Lewisville
- Overhead and profit
- Transportation, fuel and parking
- Drone hardware
- Drone imagery software

## **Exclusions:**

- Construction of any kind
- Design or Engineering of any kind
- Financial Support of any kind
- Testing
- Travel outside of the DFW area
- Presentation size printing
- Certified or Engineered inspections
- Overnight or weekend on-site work

# RAMON GUAJARDO, JR

## PRESIDENT



## PROJECTS

### City of Lewisville

- Lewisville Public Safety Complex
- Fleet Maintenance Facility
- Thrive
- Old Town Fire Sprinkler Addition

### City of Denton

- Police Department and Call Center Renovations and Expansion
- New Police Department Substation and 100-yard indoor firing range
- Evaluation and Recommendation for Renovations to Historic City Hall West
- Fleet Maintenance Facilities Expansion
- Design Management of New Airport Fire Station #9

### Texas Wesleyan University

- Athletic Complex
- Master Planning for Student Housing
- Program Management for Phase 1: Student Housing Building

### Fort Worth Housing Solutions

- Renovations to Hillside Apartments Clubhouse
- Program and Design Management of The Katy (high-rise multi-family)
- Standard at Boswell Apartments
- Standard at River District Apartments
- Alton Park Apartments
- Harmon Homes Apartments
- Avondale Apartments

### Denton Housing Authority

- The Veranda Apartments
- The Enclave

## EDUCATION

### Southwest Texas State University (Texas State University)

Bachelor's of Science 2003

Industrial Engineering Technology - Construction

## ASSOCIATIONS

### Leadership Fort Worth

- Volunteer 2012 - Present
- Board Member 2014 - Present
- Board President 2020-2022

## WORK EXPERIENCE

### Ramel Company, LLC

President | May 2016-current

- Manage the design and construction process for client's single-family, multi-family and commercial projects
- Advise and guide the client through the program and design phases
- Oversight of construction
- Review all budgets, schedules, draws, testing reports and provide recap to clients and board members
- Provide quality control/quality assurance
- Expedite permitting process

**Clients:** Fort Worth Housing Solutions, Denton Housing Authority, City of Grandbury, City of Denton, McKinney Housing Authority, Texas Wesleyan University, City of Lewisville and Private Developers

### Thos. S. Byrne, Ltd.

Sr. Project Manager | May 2003-May 2016

- Create and manager project budgets and schedules
- Negotiate and execute owner and subcontractor contracts
- Direct oversite of construction project from start to turn-over
- Manage projects ranging from \$1 million to \$30 million

**Clients:** American Airlines, Modern Art Museum-Fort Worth, Dallas Museum of Art, New Mexico State History Museum, Texas Health Resources, Kindred, HCA, USMD, Texas Wesleyan University, City of Fort Worth, Fort Worth ISD and Private Resident Owners.

### James, Harwick + Partners, Inc.

Intern | May 2002-Aug 2002

- Attended Owner, Architect and Contractor Meetings
- Record meeting minutes
- Organize and maintain Request for Information, Project Submittals and Contract Documents

# HILARY BOEN

SR PROJECT MANAGER



## PROJECTS

### City of Lewisville

- Lewisville Public Safety Complex
- Thrive
- Centennial Trail
- Frederick P. Herring Parks & Recreation Center
- Hedrick House
- Old Town Splash Park
- Denton County LID Trail
- Municipal Annex Renovation

### Town of Prosper

- Raymond Community Park

### City of Southlake

- Municipal Service Center & Public Safety Training Tower
- Town Hall Plaza Renovation

### City of McKinney

- Roy & Helen Hall Memorial Library

## EDUCATION

### University of North Texas

Master's of Science 2007

Recreation and Leisure Studies

### University of Texas - Austin

Bachelor's of Arts 2001

Government

## ASSOCIATIONS

### Personal

- Philanthropic Educational Organization (P.E.O)

## WORK EXPERIENCE

### Ramel Company, LLC

#### Sr. Project Manager | July 2022-current

- Manage the construction process for client's capital improvement projects
- Coordination with external vendors, architects, contractors and client team members

**Clients:** City of Lewisville, Town of Prosper, City of Southlake, City of McKinney

### City of Lewisville

#### Recreation Manager | Dec 2011-July 2022

- Construction project management
  - project value range \$1 million to \$46.1 million
  - involved in all phases of projects from design through completion
  - development of operational budget and procedures
  - contract administration and coordination with external vendors, including architects, contractors and internal City departments
  - procure furniture, fixtures and equipment
  - assist in the development of facility names, logos and marketing materials
- Oversee operations for a variety of recreation facilities
- Development of departmental standard operating procedures
- Served on City-wide Values Committee, 2025 Vision planning process and various City-wide committees

#### Aquatics Supervisor | Feb 2005-Dec 2011

- Responsible for recruiting, hiring, training and entering payroll for over 75 seasonal team members
- Creation of bid specifications for services/equipment
- Prepare and track all essential paperwork
- Conduct safety audits related to facility operation and procedures.

# DANIEL SHELTON

PROJECT SPECIALIST



## PROJECTS

City of Lewisville

- Centennial Trail

Town of Prosper

- Raymond Community Park

City of Southlake

- Municipal Service Center & Public Safety Training Tower

City of McKinney

- Roy & Helen Hill Memorial Library

## EDUCATION

Texas State University

Bachelor of Science, Manufacturing Engineering

## CERTIFICATIONS

- Six Sigma Black Belt Lean Manufacturing
- OSHA Safety
- Drone Pilot

## WORK EXPERIENCE

### Ramel Company, LLC

Project Specialist | September 2025-current

- Assist with construction management services
  - Review construction budgets, schedules, draws, testing and testing reports
  - Provide clients with detailed summary reports
  - Provide quality control/quality assurance

**Clients:** City of Lewisville, Town of Prosper, City of Southlake, City of McKinney

### Hensley Industries

After Case and Heat Treat Manager | 2022 - Sept 2025

- Manage multiple production improvement projects, doubling prime product throughput using Lean tools
- Direct safety technology upgrades through root cause analysis and targeted investments
- Coordinate schedules, resources and workflows for a 100+ team to meet production deadlines
- Oversee year-end inventory as a planned project - meeting accuracy and reporting requirements

### Ecobat

Continuous Improvement Manager | 2021-2022

- Develop and implement the annual Lean project plan to achieve safety and operational goals
- Facilitate Kaizen and 5S projects to optimize workflows and reduce waste
- Track and report Lean Metrics to stakeholders
- Lead Total Productive Maintenance rollout, coordinating across maintenance and production teams

**Consolidated Precision Products 2021-2021**

**Magnesium Alloy Products 2009-2012**



# JACOB FORD

## PROJECT SPECIALIST

### PROJECTS

Texas Wesleyan

- New Stadium

Fort Worth Housing Solutions

- Babers Manor
- Hughes House Phase 3
- Hughes House Phase 2
- Jefferson Elara
- Jefferson Ederville
- The Dutton

### EDUCATION

Tarleton State University

Bachelor of Science in Business  
Management

### ASSOCIATIONS

- Brock Youth Association Volunteer Softball Coach
- Burleson Area Chamber of Commerce
- Godley Chamber of Commerce

### CERTIFICATIONS

- Drone Pilot

### WORK EXPERIENCE

#### Ramel Company, LLC

Project Specialist | October 2025 - current

- Assist with construction management services
  - Ariel photography of project construction sites.
  - Weekly documentation of construction site progress.
  - Provide clients with detailed summary reports.
  - Provide quality control/quality assurance.

#### AECC Inc.

Project Manager | Jan 2022 - Oct 2025

- Provide construction consulting services to commercial construction lenders and investors
- Participate as a member of the client's financial team in the development and construction of both commercial and residential projects of various types and industries
- Other duties include: field observations, construction progress monitoring, property condition reports, construction estimate evaluations, contract documents and plan review, deferred maintenance estimates, construction cost audits

#### S&W Construction Partners

Commercial Superintendent | Sept 2020-Jan 2022

- Collaborate with developers, subcontractors, engineers and municipalities to ensure projects are completed on schedule, in budget and in conformance with plans and specifications
- Participate in pre-construction activities, schedule and manage subcontractor/ field personnel activities, perform take-offs and ensure timely ordering of materials
- Enforce job safety standards to ensure OSHA compliance



# Proposal

In exchange for the Scope of Services, Ramel proposes the following monthly fees and anticipated duration for each scope of work. Ramel will only invoice for the months worked.

**Project Cost Control (Throughout Project)**

Budget Creation.....	\$ 10,000
Pre-construction Phase .....	\$ 25,000
Construction and Closeout Phase .....	\$ 17,000

**Project Procurement Management Services (2 1/2 months)**

Lump Sum .....	\$ 25,000
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**Project Design Management Services (12 months)**

Lump Sum .....	\$ 78,000
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**Project Construction Management Services (18 months)**

Lump Sum .....	\$216,000
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**Total Project Management Services (18 months)**

<b>Lump Sum .....</b>	<b>\$371,000</b>
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Please see the provided Scope of Services and Terms and Conditions for all inclusions and exclusions

**Proposed By:**

Ramel Company, LLC

by:  \_\_\_\_\_

Name:   Ramon Guajardo, Jr.  

Date:   March 30, 2026  

**Accepted By:**

The City of Lewisville, Texas

by: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_