

# Roy & Helen Hall Memorial Library Project Management Services



**RAMEL**

Feb 23, 2025

Submitted by

Ramon Guajardo, Jr.

3320 Tex Blvd.  
Fort Worth, TX 76116

817.800.5791





# Scope of Services

It is understood that Ramel Company, LLC, (Ramel), is being requested to provide Owner's Representative Services with regards to the renovations to the Roy & Helen Hall Memorial Library facility. Based on the information provided by the City of McKinney, Texas, (City), Ramel proposes to join the project team to assist in the management and oversight of the remaining design and construction phases of the project until completion and occupancy. Ramel proposes to perform the following to successfully complete the project.

## **Design & Permit Management Services:**

Ramel will work with the City 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 the City's Decision-Making Milestones
- Manage Design Teams Design Milestones and Deliverables
- Provide Constructability Reviews
- Manage the Creation and Tracking of Value Engineering Options and Decisions

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

- 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 McKinney.

- 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
- Coordinate consultant reviews and reports
- Provided Quality Control throughout the project

## Construction Management Services continued....

- Manage the correction of deficiencies throughout the project
- Coordinate with City vendors for delivery of, but not limited to:
  - Furniture
  - Equipment
  - System
- 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
- Provide monthly progress reporting
- Provide weekly project site walks and document construction progress
- Provide drone construction progress photos of site throughout the project's exterior construction phase



# Terms & Conditions

## **Terms:**

Ramel proposes the following terms for each phase:

Design Management Phase: 5 months

Construction Management Phase: 13 months

Fee for each phase is proposed as a monthly lump sum funded across the allocated timeframe.  
Ramel will only invoice for months worked.

## **Inclusions:**

- Cost associated with transportation and parking within the Dallas-Fort Worth metroplex
- Standard Computer Hardware & Software necessary to complete the proposed scope of services
- Standard Telecommunications System(s) necessary to complete the proposed scope of services
- All payroll taxes and fees
- Franchise Taxes
- Overhead Costs
- Cost associated with required Insurance (Worker's Compensation, Auto, General Liability)

## **Exclusions:**

- Construction Costs
- Permit Costs
- Special Travel Costs (Out of the DFW metroplex)
- Surveying
- Subsurface Utility Exploration
- Materials Testing
- TDLR Plan Review and In-place Inspection
- Commissioning Agent
- Engineering or Design Services
- Subject Matter Specialist
- As Built Drawings



# Proposal

In exchange for the Scope of Services, Ramel proposes the following lump sum fee broken down by the below monthly fees. Ramel will only invoice for the months worked.

**Owner’s Representative Services:**

.....**Two Hundred Twenty-Two Thousand, Five Hundred Sixty-Five Dollars**  
**(\$222,565.00)**

**Breakdown of Services:**

**Design Management Phase:**

.....**Thirty-Eight Thousand, Eight Hundred Seventy-Five Dollars**  
**(\$38,875.00)**

**Funded monthly (5 Months) in the amount of:**

.....**Seven Thousand, Seven Hundred Seventy-Five Dollars**  
**(\$7,775.00)**

**Construction Management Phase:**

.....**One Hundred Eighty-Three Thousand, Six Hundred Ninety Dollars**  
**(\$183,690.00)**

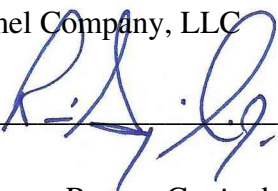
**Funded monthly (13 Months) in the amount of:**

.....**Fourteen Thousand, One Hundred Thirty Dollars**  
**(\$14,130.00)**

Please see the Scope of Services and Terms and Conditions for all inclusions, exclusions and additional services not included.

**Proposed By:**

Ramel Company, LLC

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

Name:   Ramon Guajardo, Jr.  

Date:   February 23, 2024

# Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: 1264303541800  
Approval Date: December 16, 2022  
Scheduled Expiration Date: December 16, 2026

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

## **RAMEL COMPANY, L.L.C.**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **December 16, 2022**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day to day management, operational control, business location) provided in the submission of the business; application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

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*Statewide HUB Program  
Statewide Procurement Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.



Minority Business Enterprise (MBE)  
RAMEL COMPANY, L.L.C.

## **RAMEL COMPANY, L.L.C.**

has filed with the Agency an Affidavit as defined by NCTRCA Minority Business Enterprise (MBE) Policies & Procedures and is hereby certified to provide service(s) in the following areas:

**NAICS 541611: ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES**

**NAICS 541613: CUSTOMER SERVICE MANAGEMENT CONSULTING SERVICES**

**NAICS 541820: PUBLIC RELATIONS CONSULTING SERVICES**

This Certification commences March 18, 2024 and supersedes any registration or listing previously issued. This certification must be updated every two years by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: March 31, 2026  
Issued Date: March 18, 2024  
CERTIFICATION NO. HMMB55254N0326

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Certification Administrator