Memorandum

Date:	October 30, 2026
To:	Buchanan City Commission
From:	Tony McGhee
Subject:	**Engineering Professional Services Agreement**

Background

As has been previously discussed with the City Commission, staff continues to move forward with plans for Phase II of the Downtown Redevelopment Initiative, with construction anticipated to begin in 2027. This next phase builds upon the significant investment made in our downtown during the first phase of construction and will continue addressing aging infrastructure, public parking facilities, and other improvements needed to support the continued redevelopment of the downtown area.

The City previously entered into an agreement with Prein & Newhof on April 8, 2026, for preliminary engineering services associated with this project. With the preliminary design work progressing and the project moving toward construction, the next step is to complete the final engineering, permitting, and preparation of plans and specifications needed to publicly bid the work.

The project is being advanced with funding assistance through USDA Rural Development, including a congressionally directed grant secured through the efforts of Congressman Tim Walberg's office. The proposed engineering work is necessary to continue moving the project through the federal funding and approval process while positioning the City for construction in 2027.

<u>Project Scope</u>

Phase II of the Downtown Redevelopment Initiative includes improvements to the City's public parking facilities and additional infrastructure work throughout the downtown area. The work being designed under the proposed agreement includes:

1. Oak Street Reconstruction: Complete reconstruction of Oak Street between Front Street and Dewey Avenue, including water main and sanitary sewer improvements, storm sewer, drainage, roadway pavement, and associated sidewalk and accessibility improvements.

2. Dewey Street Parking Area: Replacement of sanitary sewer infrastructure beneath the parking area located behind the businesses on the north side of Front Street, along with pavement rehabilitation, selected sidewalk replacement, and the construction of new dumpster pads and enclosures.
3. Days Avenue Parking Improvements: Improvements to on street parking along Days Avenue to provide additional parking opportunities and improve access to downtown businesses.
4. Southeast Days Avenue Parking Lot: Rehabilitation of the parking area, including milling and replacement of asphalt pavement, storm sewer improvements, and selected concrete replacement.
5. Oak and Roe Parking Lot: Rehabilitation of the existing parking lot, including pavement improvements, replacement of deteriorated curbing and sidewalks, and reconstruction of ADA accessible ramps.

Collectively, these improvements will address infrastructure that has reached or is approaching the end of its useful service life while improving parking availability, accessibility, drainage, and the overall functionality of the downtown area.

While the first phase of the downtown project focused heavily on the reconstruction of Front Street, Main Street, and Redbud Trail as well associated infrastructure, this next phase will address many of the supporting public facilities that are equally important to the businesses and residents who use downtown on a daily basis.

Engineering Services and Cost

The proposed agreement amendment authorizes Prein & Newhof to complete the engineering work necessary to advance the project from preliminary design through preparation of final construction documents.

The scope includes preparing detailed construction plans, stormwater and drainage analysis, utility design, maintenance of traffic plans, ADA improvements, soil erosion and sedimentation control plans, and the necessary state and local permit applications. The agreement also includes preparation of construction specifications, quantities, updated engineer's cost estimates, and the final contract documents needed to publicly bid the project.

The proposed fee for these services is $82,600, with work billed on an hourly basis plus reimbursable expenses, subject to the established amount not to exceed.
Staff recently met with Prein & Newhof to review the preliminary plans and associated construction cost estimates. Based on that review, the project continues to align with the anticipated construction budget. The engineers are now working toward completing final design in late 2026, with permitting anticipated during the winter and construction planned for 2027.

Approval of this amendment is limited to the engineering services outlined in the proposal. Construction contracts and associated expenditures will be brought back to the City Commission for consideration as the project moves forward.

Recommendation
Staff recommends that the City Commission approve Amendment No. 1 to the professional services agreement with Prein & Newhof in an amount not to exceed $82,600 and authorize the City Manager to execute the agreement on behalf of the City.

Attachment A

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

Email: TMcGhee@cityofbuchanan.com

October 18, 2026

Mr. Tony McGhee, City Manager
City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107

RE: Professional Engineering Services
United States Department of Agriculture – Rural Development (USDA-RD)
Downtown Infrastructure Project – Phase 2
Design Services

Dear Mr. McGhee:

Thank you for the opportunity to provide this proposal for your consideration. This proposal outlines professional engineering services to support the City's USDA-RD application and to complete design, permitting, and preparing specifications for the upcoming Downtown Infrastructure Project – Phase 2. The project includes water system improvements, sanitary sewer replacement, and parking lot rehabilitation as outlined in our April 8, 2026, agreement. The amendment is to include design, permitting and preparation of specifications.

Part 3 – Design Engineering:

Our design engineering scope includes:

- Design sanitary sewer and water main improvements for Oak Street.
- Design roadway and storm sewer improvements for Oak Street, including pavement design, cross sections, and drainage analysis.
- Design improvements for the Dewey Street parking area, including sanitary sewer replacement, HMA pavement milling and replacement, select sidewalk replacement, and new dumpster pads and enclosures.
- Design on-street and parking improvements for Days Avenue.
- Design improvements along the southeast side of Days Avenue, including pavement milling and replacement, new storm sewer, and select concrete replacement.
- Design improvements for the Oak and Roe parking area, including pavement milling and replacement, sunken curb replacement, select sidewalk replacement, and ADA ramp reconstruction.
- Prepare preliminary plans.
- Prepare maintenance-of-traffic plans.
- Design ADA-compliant ramps and sidewalks.
- Prepare soil erosion and sedimentation control plans.
- Prepare 50% specifications, quantities, and the engineer's estimate.
- Conduct the 50% design review meeting with the City.

- Prepare permanent pavement marking and signing plans.
- Prepare and submit SESC, dewatering, and EGLE water and sewer permit applications.
- Prepare final plans, specifications, the contract book, and the engineer's estimate.
- Complete final plan revisions.
- Conduct final design review meeting with City staff.

Schedule

We anticipate completing final design in late 2026, permitting during winter 2026, and construction in 2027.

Fee Estimate

We propose to perform these professional services on an hourly basis plus expenses, billed monthly, with a not-to-exceed fee of **$82,600**. A Professional Services Agreement Amendment is attached for your review. If acceptable, please sign and return the agreement.

We appreciate the opportunity to submit this proposal and look forward to continuing our professional relationship with the City of Buchanan. Please feel free to contact us with any questions.

Sincerely,

Prein&Newhof



Michael Schwartz, P.E.

MAS:par

Enclosures: Professional Services Agreement Amendement (2 pg.)

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

Project No. 2260432

Professional Services Agreement Amendment

Amendment Number: 1

Project Name: Downtown Infrastructure Project – Phase 2

P&N Representative: Micheal Schwartz

Client: City of Buchanan

Client Representative: Tony McGhee

AGREEMENT: The Agreement Amendment modifies the original agreement for professional services dated: 4/8/2026

Client hereby requests and authorizes a change in services in accordance with the following:

SCOPE OF SERVICES MODIFICATION:

Include design of construction plans, permitting, and specifications to current contract.

SCHEDULE OF SERVICES MODIFICATION:

N/A

BUDGET MODIFICATION:

$82,600

METHOD OF COMPENSATION:

☐ **Lump Sum for Defined Scope of Services**
☒ **Hourly Billing Rates plus Reimbursable Expenses**
☐ **Other:**

ADDITIONAL PROVISIONS (IF ANY):

Prepared by:		**Accepted for:**	
Prein&Newhof, Inc.		**City of Buchanan**	
By:	_____	**By:**	_____
Print Name:	**Jason Washler, PE**	**Print Name:**	_____
Title:	**Vice President**	**Title:**	_____
Date:	_____	**Date:**	_____