



THE BARTON GROUP  
CONSTRUCTION CONSULTING PROPERTY MANAGEMENT  
REAL ESTATE BROKERAGE

June 8, 2021

Dear Heather and the City of Buchanan Commission,

Thank you very much for involving us in your conversation about your department of public works building. The Barton Group would be honored to be on your team for the next phase of pre-construction to help make your new building a reality. Our biggest goal would be to help you analyze the property choices and craft a vision with an architect for the best fit. At the end, we would hope to help you to create a successful project delivered on time and in budget. We would rely heavily on connecting you with our network of successful, compassionate, and driven construction professionals to complete your property transformation.

We would like to offer you several phase options for the scope of our work. First, we would help to facilitate the hiring of an architecture and engineering group to help you to choose the best property option. This would also include general budgeting insight, preliminary schedule analysis and furniture, fixtures and equipment coordination on our end. Secondly, when you chose to go forward with the project, we would love to help you with the preconstruction aspect which includes helping you to choose a construction manager or general contractor. We would then be involved in more specific budgeting, furniture fixture and equipment procurement, and building official approvals. Lastly, we would like the opportunity to be on your team during construction where we would help to ensure an efficient process, manage payments/billings, schedule coordination meetings, and help to problem solve and issues.

**Site Selection Process.** The Barton Group (TBG) will assist the City of Buchanan (CB) in writing a request for proposals, interviewing, and selecting a qualified architectural firm to help to analyze the feasibility and cost of each site choice. TBG will manage the timeline to be as quick as possible. Helping to make sure there is a temporary, safe option for current employees would be part of TBG's duties. TBG will assist to arrange a schedule and budget for a future project.

**Pre-Construction.** TBG will assist in defining the scope of the Project by assembling construction budgets prior to construction commencement. In addition, TBG will negotiate with architect for their best service throughout the project. Additional support through the pre-construction phase will include creating a Project timeline, reviewing environmental documents, and discovering engineering and preliminary architectural needs for the Project, and assisting the Owner with recommendations for its hiring of the General Contractor, inspection and testing consultants. TBG shall assist the Owner with selecting qualified candidates, requesting proposals, interviewing, and choosing the best team for this project.



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**Construction Coordination.** TBG will act as Client's agent in coordinating the Project throughout the construction phase of the Project and will assist Client in negotiating with the architect, general contractor and other development team members on all items during the construction phase, including, but not limited to: site and building design criteria, field design, construction timeline and engineering changes. TBG shall coordinate, lead, and record all Project progress meetings. By reviewing and verifying any and all requests for authorization to expend monies, billing invoices, and/or any correspondence or communications, TBG will help to make sure funds are properly spent and saved on all aspects of the project. Client and TBG would work together to craft a seamless process of furniture, fixture, and equipment coordination.

**Proposed Fees.** TBG will be paid by Client for its services under this Agreement in the following manner:

- A. **Site Selection Process.** A fee of Five Thousand Five Hundred Dollars (\$5,500) shall be paid to TBG by Client for its efforts involved in this phase of the Project. TBG will bill periodically for any pre-approved expenses associated with completing this work.
- B. **Pre-Construction.** A fee of Sixteen Thousand Dollars (\$16,000.00) shall be paid to TBG by Client for its efforts involved in this phase of the Project.
- C. **Construction.** A fee of 1.75% of the total project costs to be paid at regular intervals over the course of the Project.

We would be happy to provide you references, a past project list or other material that would be helpful. Thank you very much for the opportunity to be a part of your City's team and construction project.

Respectfully,

*Amelia Lietzau*

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