

# Barnegat Group

March 19, 2026

Ms. Lisa Lue  
Mr. Vincent Lattanzio  
Bel Marin Keys Community Services District  
4 Montego Key  
Novato, CA 94949

RE: Project & Construction Management- Bel Marin Keys Community Service District,  
Measure-G

Dear Ms. Lue & Mr. Lattanzio:

Thank you again for the opportunity to submit Barnegat Group's proposal for Project & Construction Management services. We are extremely excited about the Bel Marin Keys Community Services District (BMKCS D), Measure-G project(s) and have developed a very strong and experienced team to manage the programming & construction. Our team understands the importance of collaborative relationships and Team concepts that lends itself towards the completion of successful construction projects.

We have built the success of Barnegat Group on relationships forged over the past 39 years of experience with our clients. We welcome the opportunity to introduce the Barnegat Approach that demonstrates our sincere desire to meet or exceed your expectations.

## SCOPE OF WORK

Pursuant to our conversation, we understand the BMKCS D renovation-repair Owner's Representative scope of work to be: Preconstruction and Construction Administration.

In Preconstruction, Barnegat we will provide a preliminary evaluation of the program and the project budget requirements, each in terms of the other. With SGH Structural Engineer's (& Lifttech Consultants) assistance, review the preliminary estimates of their Design Development (DD) drawings based on their Condition Assessment letter (Revised November 06, 2024). Advise on the improvements, selection of materials, building systems, equipment and methods of project delivery. Provide recommendations on the relative feasibility of construction methods, availability, labor, time requirements for procurement and installation. As the DD documents progress to Construction Documents (CD) we will periodically refine the budget and advise on the method to be used for selecting contractors and awarding contracts. If contracts are to be awarded, review the drawings/ specifications and make recommendations as required to provide that (1) the work of the separate contractors is coordinated (2) all requirements for the project have been assigned to the appropriate contract and (3) proper coordination has been provided for phased construction.



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During the Construction phase, Barnegat Group will manage the general contractor while efficiently & economically maintaining the project budget. The following scopes are just a sample of work which will be performed by Barnegat Group during construction:

- Coordinate w/ Public Agencies & Third-Party consultants.
- Conduct weekly Owner/Architect/Contractor (OAC) meetings.
- Manage Project Schedule
- Review Contractor Change Notifications & Owner Change Orders
- Monthly Review Contractor, progress requisition for payment
- Manage the commissioning and project closeout process.

## COMPENSATION

The Owner shall pay the Owner's Representative in current funds for the performance of the contract at an hourly rate of **Two Hundred Dollars (\$200.00) per hour**. Given the project time constraints and the demands of each phase, it is estimated that the project management effort would be roughly ten (10) hours per week performed both on and off the job site. Invoicing shall be billed per calendar Month, beginning April 2026.

## REIMBURSABLE COSTS

The term Reimbursable Costs shall mean costs necessarily incurred in the proper performance of services and paid by the Owner's Representative. Such Costs are not included in the hourly rate set forth under Compensation and shall be reimbursed.

The following items would be considered reimbursable to the contract and would be billed at actual cost plus fifteen (15%) percent. Those items include:

- Reproduction of documents including drawings, specifications, bid forms and contracts.
- Express delivery, photographic and other similar incidental expenses in conducting the services not provided and paid for directly by BMKCSD.
- Vehicle mileage, parking & tolls shall be per the Internal Revenue Service standard rate.
- Professional Liability Insurance with specified limits of liability if required by BMKCSD.
- Any other special expenditure as authorized and approved in advance by BMKCSD.

At Barnegat Group, we think of ourselves as builders and as builders, we must be innovative to address how we construct BMKCSD improvements within time, in budget, with impeccable quality and with the highest regard towards safety.

Please let us know if you should have any questions or concerns and we will be more than happy to address them at that time.



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Thank you again Lisa & Vincent for your consideration.

**BARNEGAT GROUP**



P.J. Cosgrove  
Founding Principal



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118 Reed Boulevard, Mill Valley California 94941