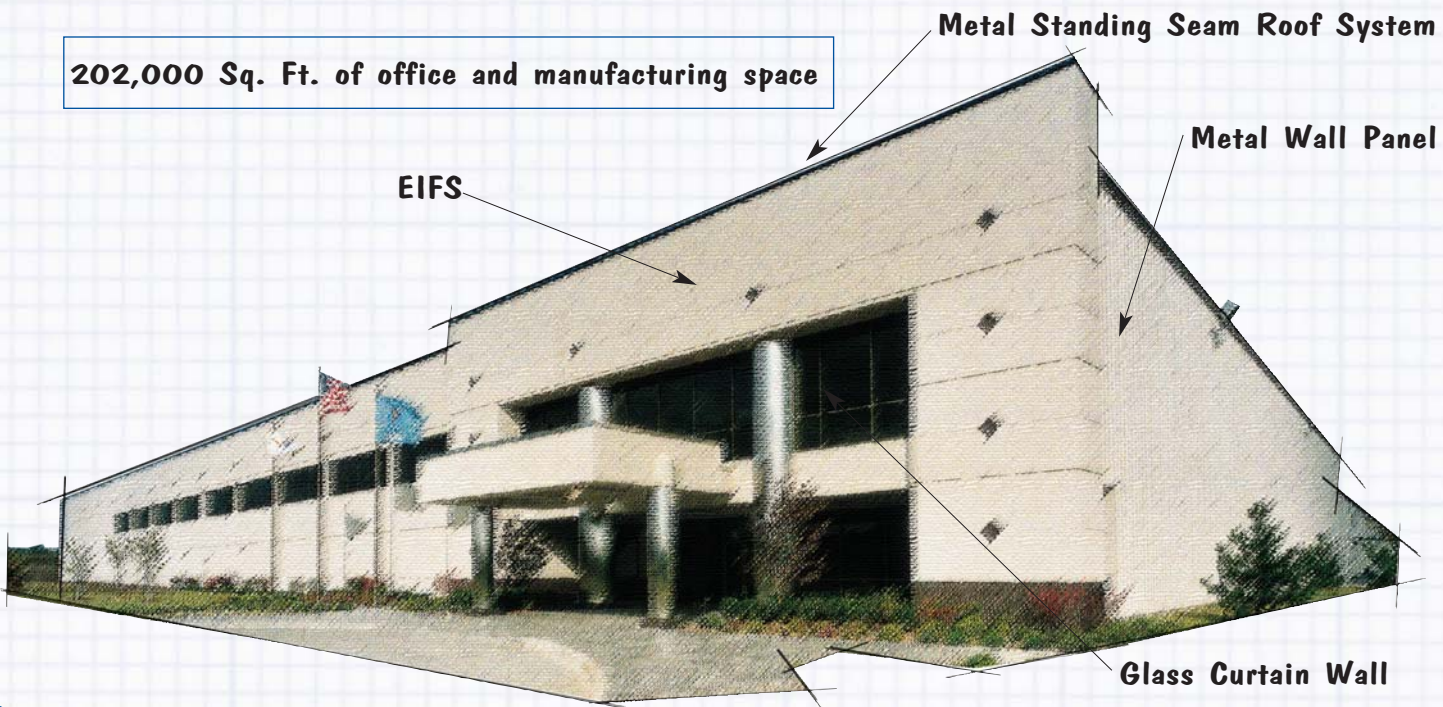


202,000 Sq. Ft. of office and manufacturing space



CONSTRUCTION PLANNING GUIDE



4,560 Sq. Ft. of office and banking space



22,000 Sq. Ft. of medical office space



This guide is designed to help you prepare for the design and construction process. By answering these questions, you will be better prepared to communicate your needs and wants to your design and construction team.

If there are any questions you cannot answer or are unsure of, contact us, your local Butler Builder®. Your Butler Builder is a construction professional who has guided many building owners through the design and construction process.

Whether you are ready to build now or have building plans for the future, your Butler Builder is a resource you can depend on.

SELECTING A PROJECT DELIVERY METHOD

The three most common project delivery methods available include:

- 1. Design-Bid-Build** - the owner solicits proposals and pricing bids from architects or engineers and then from contractors who will construct the building. This process is extremely time-consuming and requires the owner to be involved in day-to-day project management details.
- 2. Project Team** - with this method, the bid phase is eliminated and the owner selects the architect at the same time as the contractor and they work as a team. However, the owner must still be involved in the day-to-day project management details.
- 3. Design-Build** - the Design-Build method is simply the fastest, most efficient, most cost-effective building process you can use. The owner selects one company, the design-builder as the single source for design and construction. With time-consuming bidding and redesign eliminated, design and construction time is significantly reduced.

SELECTING A CONSTRUCTION METHOD

There are two construction methods available:

- 1. Conventional Construction** - requires the building components to be cut, fitted, welded, and assembled on-site. This process is time consuming and usually more expensive.
- 2. Systems Construction** - the building components are pre-engineered at the factory to fit together precisely. System construction components include, structural systems, roof systems and wall systems. The pre-engineered systems are designed to your exact specifications and delivered to the job site ready to be assembled. This process is quick and efficient and usually less expensive.

SELECTING A CONTRACTOR

The most important criteria for selecting a General Contractor are a good reputation and the use of high quality construction and materials. Consider construction companies that can handle every phase of your building project, as well as offer complete design/build expertise. Your contractor should be able to balance risk and responsibility appropriately and clearly define expectations regarding costs, schedules, quality and safety compliance. In short, hire a builder that can assemble a design-build project team for you and provide single source responsibility.

Butler Manufacturing is the world's leading producer of pre-engineered metal building systems and your Butler Builder can offer several different pre-engineered structural, roof, and wall systems to meet your needs. Butler Builders® utilize the Design-Build method.

PERFORMANCE PRIORITIES

By gaining a better understanding of your top priorities and concerns, you will be better able to decide which delivery method and construction method will work for you. On a scale of 1 to 3 (3 being very important), please rank each. Put 0 if you are unsure.

- Builder reputation & experience _____
- Building design & aesthetics. _____
- Staying on schedule. _____
- Project costs _____
- Contractor's ability to self-perform work. _____
- Financing. _____
- Site selection. _____
- Safety measures _____
- Quality of construction & materials. _____

LOCATION REQUIREMENTS

Does your business require:

- New construction
- Remodeling
- Adding-on to an existing building

- Quick highway access? Yes No
- Truck (semi) access? Yes No
- High customer visibility? Yes No

LAND USE PLANNING AND ZONING

Land:

- Do you know the city or county in which you plan to build? Yes No
- Have you selected a site? Yes No
- Do you currently own land? Yes No
- Will customers visit your building? Yes No
- Does the site have good transportation access, ample parking, and truck access? Yes No
- Does the site have good soil conditions and good surface drainage? Yes No
- Does the site have the possibility for future expansion? Yes No

Planning:

- When do you need the project completed?
Month _____ Year _____
- Should the building be designed for future expansion? Yes No
- Have you already applied for building permits? Yes No
- Are you currently working with an architect/engineer? Yes No

What are the number of employees that will be working in the building? _____

How many square feet will you need? _____ Sq. Ft.

What percent will be used for:

- Office _____% Shop/Maintenance _____%
- Warehouse _____% Retail _____%
- Commercial _____% Manufacturing _____%
- Storage _____% Other _____%

Please list any special considerations you might have for your building project.

Zoning:

Will your new building have any special land use considerations? If so, what:

Are there any zoning restrictions that will or could possibly affect your project?

BUDGETING AND FINANCE

Do you plan to: **Own** or **Lease** or **Not Sure**? (Circle one)

Do you have financing arranged? Yes No

If you choose a Butler Builder® as your Design-Builder, ask them about the Butler Real Estate Build-to-Suit program which can eliminate financial delays and reduce development costs, all at competitive rates.



BUILDING DESIGN

End Use:

- Office
- Institutional (hospitals, clinics, etc.)
- Manufacturing
- Retail
- Community (churches, schools, etc.)
- Warehouse/Distribution
- Recreation (ice rink, bowling alleys, etc.)

Square footage: _____

Roof Type:

- Metal** - offers excellent structural integrity and extremely low maintenance costs. Most pre-engineered roof systems are backed by workmanship and installation warranties.
- EPDM (rubber single ply membrane)** - (Ethyl Propylene Diene Monomer) is an elastomeric rubber roofing membrane, generally used for a flat roof.
- Build-Up Roof (asphalt & felt layers)** - a system of multiple layers of roofing paper adhered either with hot asphalt or cold application cement, surfaced with various materials. Generally used for a flat roof. Generally has higher maintenance costs.
- TPO or PVC (plastic single ply membrane)** - PVC is a thermoplastic roof membrane. TPO is a thermoplastic olefin roof membrane.
- Modified Bitumen** - Cap sheet or ply sheets that are manufactured with a modified rubber product.
- Other _____
- Unknown

If you are interested in a metal roof, ask your Butler Builder®. Butler offers a complete line of metal roofs including the MR-24® Roof System, the most specified standing seam roof on the market.

Wall Systems:

- Wood Walls** - offers fast construction but exposure to the elements may require upkeep.
- Masonry or Concrete** - includes brick, concrete block, tilt-up concrete and pre-cast concrete.
- Metal Walls** - can be used in conjunction with masonry or concrete walls; metal walls can be very economical and energy efficient.

Your Butler Builder can help you decide which wall system will provide you with the visual appeal, weathertightness and energy efficiency you need.

SPECIAL CONSIDERATIONS

What type of activity is taking place inside the building?

What type of equipment will be operating inside the building?

What type of material will be stored in the building?
What is the maximum stack height?

Does your business require outside storage? Yes No

Are there any conveyor systems? Yes No

Are there any crane systems? Yes No

Are there any sprinkler systems? Yes No

Needs:

How does your present facility meet current business requirements?

How does it fall short?

