

October 17, 2023

Upper Hanover Township Board of Supervisors
1704 Pillsbury Road
P.O. Box 27
East Greenville PA 18041-0027

RE: Proposal for 2024 Rates

Dear Board Members:

We first would like to take this opportunity to thank you for your continued confidence in LTL Consultants. It has been a privilege to provide Engineering and Code Enforcement services to Upper Hanover Township over the past several years. As you are aware, we typically review our rates on an annual basis and if deemed necessary, propose adjustments to the rates to cover our continually increasing costs of doing business.

Attached please find our proposal for hourly consulting rates for 2024. The proposed rate schedule represents an increase of approximately 3%. Please also note that we are not proposing any increase to the LTL portion of the per-square-foot building permit fees. LTL has evaluated your building permit fee schedule and a proposed fee schedule is enclosed which includes minor adjustments to minimum permit fees, miscellaneous permit fees, and the addition of permit fees previously not listed in the fee resolution such as generators and mechanical permits. It is recommended that the proposed fee schedule be adopted as presented or incorporated into your master 2024 fee schedule as appropriate.

As you consider our proposal for 2024, please keep in mind that many of the LTL consulting fees are passed on to applicants in the form of application and inspection fees. Typically, only a small portion of LTL fees result in an expense to the Township.

We take pride in maintaining a competitive rate schedule and will be happy to discuss our rates if you wish. Feel free to contact me or Ed Latshaw with any questions you may have.

Thank you again for the opportunity to serve Upper Hanover Township. We appreciate your business and look forward to working with you in 2024.

Sincerely,

John W. Weber, P.E.
Principal

Enclosure

2024 PROPOSED RATE SCHEDULE

UPPER HANOVER TOWNSHIP

MONTGOMERY COUNTY

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Engineer 1	\$ 85.00
Engineer 2	\$ 98.25
Engineer 3 - Professional Engineer / Registered Landscape Architect	\$ 113.25
Principal / Department Manager	\$ 118.75
Technician 1	\$ 64.50
Technician 2	\$ 82.50
Technician 3	\$ 90.00
GIS / Cad Technician	\$ 94.25
Soil Scientist	\$ 105.75
Zoning Officer	\$ 68.50
Building Inspector	\$ 72.75
Commercial Building Inspector	\$ 90.25
Commercial Electrical Inspector	\$ 97.50
Clerical	\$ 47.50

NOTES:

1. Mileage is billed at the prevailing IRS rate. Copies and out-of-pocket expenses are billed at cost.
2. Any court appearances or related activities for criminal or civil actions where LTL Consultants acts in the capacity of a municipal official will be billed to the Municipality in accordance with the above rate schedule.
3. The above rates are subject to revision in January 2025.
4. Commercial Building Certification is required by the State to inspect non-residential structures under the Uniform Construction Act.



GILMORE & ASSOCIATES, INC.
ENGINEERING & CONSULTING SERVICES

November 9, 2023

VIA E-MAIL

Board of Supervisors
Upper Hanover Township
1704 Pillsbury Road
P.O. Box 27
East Greenville, PA 18041

Attention: Mr. Steven R. Rothenberger, Chairman

Re: Request for Re-Appointment as Special Engineering Consultant for 2024

Dear Mr. Rothenberger:

On behalf of Gilmore & Associates, Inc. (G&A), please allow me to express our sincere appreciation for having served Upper Hanover Township as Special Engineering Consultant for the last 21 years. We are proud to be associated with Upper Hanover Township and appreciate your confidence in our municipal engineering and consulting services.

Attached please find our 2024 Professional Services Fee Schedule for your consideration.

We very much appreciate the professional partnership that we currently have and have valued since 2003 with Upper Hanover Township. We trust that the Board of Supervisors will find the proposed 2024 rates acceptable.

If you have any questions concerning the attached rate schedule, please do not hesitate to contact me.

Sincerely,

David N. Leh, P.E.
Vice President
Gilmore & Associates, Inc.

cc: Anne Klepfer – Township Manager

Attachment: 2024 Professional Services Fee Schedule

184 West Main Street | Suite 300 | Trappe, PA 19426 | Phone: 610-489-4949 | Fax: 610-489-8447



GILMORE & ASSOCIATES, INC.
ENGINEERING & CONSULTING SERVICES

**2024 PROFESSIONAL SERVICES FEE SCHEDULE
UPPER HANOVER TOWNSHIP, MONTGOMERY COUNTY, PA**

TITLE	RATE
Principal III	\$ 160.00
Principal II	\$ 155.00
Principal I	\$ 150.00
Consulting Professional V	\$ 140.00
Consulting Professional IV	\$ 135.00
Consulting Professional III	\$ 130.00
Consulting Professional II	\$ 125.00
Consulting Professional I	\$ 120.00
Design Technician V	\$ 110.00
Design Technician IV	\$ 105.00
Design Technician III	\$ 100.00
Design Technician II	\$ 95.00
Design Technician I	\$ 90.00
Construction Representative III	\$ 123.00
Construction Representative II	\$ 113.00
Construction Representative I	\$ 103.00
Surveying Crew	\$ 185.00
Project Assistant	\$ 88.00

Listed Rates – All Rates listed above are hourly rates based upon straight time for a 40-hour, 5-day week and are charged on actual time expended. When requested/required to provide professional services in excess of 40 hours during the normal work week, non-exempt staff shall be charged 1.5 times the standard rate for those hours worked in excess of the normal 40 hours. Construction Representative Services requested on weekends shall be charged at the same overtime rate with a minimum of 4 hours charged.

Client Invoicing – Gilmore & Associates, Inc. invoices on a monthly basis and payment for services rendered are due within 30 days.

Proprietary Information – This Professional Services Fee Schedule is proprietary information issued by Gilmore & Associates, Inc. for review only by the recipient of this document. The information contained herein shall not be shared, reviewed or discussed with others than those receiving this original document.

Special Consulting Services - Rates vary by type of service and level of experience. Rate Schedules will be provided upon request.

184 West Main Street | Suite 300 | Trappe, PA 19426 | Phone: 610-489-4949 | Fax: 610-489-8447

Gilmore & Associates, Inc.
Building on a Foundation of Excellence
www.gilmore-assoc.com



December 15, 2023

Anne W. Klepfer, Township Manager
Upper Hanover Township
1704 Pillsbury Road, P.O. Box 27
East Greenville, PA 18041

RE: 2024 Traffic Engineer Rates
Upper Hanover Township, Montgomery County, PA

Dear Anne:

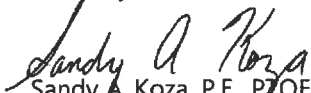
McMahon a Bowman Company (Bowman) is providing you and the Board of Supervisors with the attached 2024 professional services rate schedule to continue to provide traffic engineering services to Upper Hanover Township. As of May 4, 2022, Bowman acquired McMahon Associates, Inc. and while the Bowman name may be new to you and others, our team includes the same qualified professionals from McMahon who have been working with you over the past years following the acquisition. Starting next year, we will be referring to our company as Bowman and would request that the appointment resolution reflect **McMahon a Bowman Company** and not McMahon Associates, Inc.

Bowman sincerely appreciates the opportunities to assist Upper Hanover Township in the past to achieve transportation infrastructure goals through project specific requests, as well as land development review services. Attached to this letter is our *Standard Provisions for Professional Services*, which documents the rates for traffic engineering services for Upper Hanover Township for 2024. The new rate table includes additional staff levels that were not included in the prior rate table or were grouped differently.

Separate work authorization will be provided for non-land development review projects, upon request, if the scope can be quantified on an hourly basis that will include an estimate of the fee. Land development reviews will be provided on an as requested basis and billed on an hourly basis. Attendance at Township staff, Planning Commission, and Board of Supervisors or any other meetings will be provided on an as-requested basis only and billed to either the Township or applicant for land development, depending on the purpose of the meeting. Travel time and mileage at the IRS-approved rate will then be charged for all meetings as noted in the *Standard Provisions for Professional Services*.

Thank you again for your confidence in us, and we look forward to continuing our association with the Upper Hanover Township. If you have any questions on the attached, please contact me at your earliest convenience.

Sincerely,


Sandy A. Koza, P.E., PTOE
Senior Project Manager

Attachments

425 Commerce Drive, Suite 200, Fort Washington, PA 19034
P: 215.283.9444

mcmahonassociates.com | bowman.com



McMahon, a Bowman Company
Hourly Rates
2024

CLASSIFICATION	HOURLY RATES
Principal/Branch Manager/Service Leader	\$220.00/HR
Senior Project Manager	\$205.00/HR
Survey Manager/Senior Technical Lead	\$195.00/HR
Project Manager/Technical Lead II	\$180.00/HR
Assistant Project Manager/Technical Lead I	\$165.00/HR
Senior Project Engineer/Senior Survey Technician	\$150.00/HR
Project Engineer	\$140.00/HR
Survey Party Chief	\$135.00/HR
Staff Engineer/Inspector	\$115.00/HR
Senior Technician/Survey Technician/Drone Pilot	\$105.00/HR
Technician/Admin/Survey Technician	\$ 95.00/HR
Field Personnel	\$ 65.00/HR

SERVICES

McMahon, a Bowman Company reserves the right to make adjustments for individuals within these classifications as may be desirable in its opinion by reason of promotion, demotion, or change in wage rates. Such adjustments will be limited to the manner in which charges are computed and billed and will not, unless so stated in writing, affect other terms of an agreement, such as estimated total cost. The following rates will apply to actual time devoted by McMahon, a Bowman Company staff to this project computed to the nearest quarter hour.

TERMS

1. Invoices – McMahon, a Bowman Company will invoice Client monthly or more frequently based on percentage of completion or actual hours, plus expenses. Payment is due to McMahon, a Bowman Company within 30 days of the invoice date. Unpaid balances beyond 30 days are subject to interest at the rate of 1.5% per month. This is an annual percentage rate of 18%.
2. Confidentiality – Technical and pricing information in this proposal is the confidential and proprietary property of McMahon, a Bowman Company and is not to be disclosed or made available to third parties without the written consent of McMahon, a Bowman Company.
3. Commitments – Fee and schedule commitments will be subject to renegotiation for delays caused by the client's failure to provide specified facilities or information, or any other unpredictable occurrences.
4. Expenses – Traffic data collection equipment usage will be billed at \$50.00 per 24-hour count. Drone equipment usage, inclusive of insurance costs, will be billed at \$250/day, or portion of a day. Incidental expenses are reimbursable at cost. These include reproduction, postage, graphics, reimbursement of automobile usage at the IRS-approved rate, parking and tolls. Expenses which by company policy are not billed as reimbursable expenses to clients and therefore, will not be billed as part of this contract include the following: air travel, rental car, lodging, meals, and long-distance phone charges between McMahon, a Bowman Company offices. If it becomes necessary during the course of this project to travel elsewhere, those travel costs will be treated as reimbursable expenses. These expenses will be reflected in the monthly invoices.
5. Attorney's Fees – In connection with any litigation arising from the terms of this agreement, the prevailing party shall be entitled to all costs including reasonable attorney's fees at both the trial and appellate levels.
6. Ownership and Use of Documents – All original drawings and information are to remain the property of McMahon, a Bowman Company. The client will be provided with copies of final drawings and/or reports for information and reference purposes.
7. Insurance – McMahon, a Bowman Company will maintain at its own expense Workman's Compensation Insurance, Comprehensive General Liability Insurance and Professional Liability Insurance and, upon request, will furnish the client a certificate to verify same.
8. Termination – This agreement may be terminated by the authorized representative effective immediately on receipt of written notice. Payment will be due for services rendered through the date written notice is received.
9. Binding Status – The client and McMahon, a Bowman Company bind themselves, their partners, successors, assigns, heirs, and/or legal representatives to the other party to this Agreement, and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Contract.