



ONE TOWN CENTRE DRIVE  
PO BOX 241 • OLEY, PA 19547  
610.987.9290 • 1.888.987.8886

October 20, 2022

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

RE: Proposal for 2023 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 2023. The proposed rate schedule represents an increase of approximately 4%. Also proposed is an increase to the LTL portion of the residential building permit fee by three (3) cents per square foot to a total of thirty-three (33) cents per square foot. Your current Township fee schedule charges the applicant forty-two (42) cents per square foot. The difference is retained by the Township. We are not proposing any increases to miscellaneous permit fees such as electrical, plumbing, etc.

As you consider our proposal for 2023, 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. Your fee schedule may need to be reevaluated as a result of the proposed rates. If that is the case, we will be glad to assist you in this process.

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 2023.

Sincerely,

John W. Weber, P.E.  
Principal

Enclosure

# 2023 PROPOSED RATE SCHEDULE

## UPPER HANOVER TOWNSHIP

### MONTGOMERY COUNTY

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Engineer 1	\$ 82.50
Engineer 2	95.50
Engineer 3 / Professional Engineer / Registered Landscape Architect	110.00
Principal / Department Manager	115.25
Technician 1	62.50
Technician 2	80.00
Technician 3	87.25
GIS / CAD Tech	91.50
Soil Scientist	102.75
Zoning Officer	66.50
Building Inspector	70.75
Commercial Building Inspector	87.50
Commercial Electrical Inspector	94.75
Secretarial (Clerical)	46.00

#### 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 2024.
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 14, 2022

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 2023

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 19 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 2023 Professional Services Fee Schedule for your consideration. As you will see, we are proposing a modest increase from our current fee schedule for those staff categories which routinely provide professional consulting services to Upper Hanover Township. This is necessary to help offset increased company operating costs due to inflation, as well as increases in staff member compensation.

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 2023 rates acceptable.

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

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

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Gilmore & Associates, Inc.  
Building on a Foundation of Excellence  
[www.gilmore-assoc.com](http://www.gilmore-assoc.com)

Sincerely,

*David N. Leh*

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

cc: Anne Klepfer – Township Manager

Attachment: 2023 Professional Services Fee Schedule



**GILMORE & ASSOCIATES, INC.**  
ENGINEERING & CONSULTING SERVICES

**2023 PROFESSIONAL SERVICES FEE SCHEDULE  
UPPER HANOVER TOWNSHIP, MONTGOMERY COUNTY, PA**

<b>TITLE</b>	<b>RATE</b>
Principal III	\$ 152.00
Principal II	\$ 147.00
Principal I	\$ 142.00
Consulting Professional V	\$ 132.00
Consulting Professional IV	\$ 126.00
Consulting Professional III	\$ 121.00
Consulting Professional II	\$ 116.00
Consulting Professional I	\$ 111.00
Design Technician V	\$ 106.00
Design Technician IV	\$ 100.00
Design Technician III	\$ 94.00
Design Technician II	\$ 88.00
Design Technician I	\$ 82.00
Construction Representative III	\$ 118.00
Construction Representative II	\$ 108.00
Construction Representative I	\$ 98.00
Surveying Crew	\$ 180.00
Project Assistant	\$ 86.00

**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.

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**McMAHON ASSOCIATES, INC.**  
**STANDARD PROVISIONS FOR PROFESSIONAL SERVICES**  
**UPPER HANOVER TOWNSHIP**  
**2023**

**SERVICES**

McMahon Associates, Inc. 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 Associates, Inc. staff to this project computed to the nearest one-half hour.

<b><u>PERSONNEL</u></b>	<b><u>HOURLY RATES</u></b>
Principal/Associate/General Manager/Service Leader	\$195
Senior Project Manager	\$185
Project Manager/Survey Manager	\$165
Senior Project Engineer	\$140
Project Engineer	\$130
Staff Engineer/Survey Party Chief/FAA Certified Drone Pilot	\$105
Technician/Admin/Survey Tech	\$90
Field Personnel/Drone Field Spotter	\$50

**TERMS**

1. **Invoices** – Invoices will be provided on a monthly basis and will be based upon percentage of completion or actual hours, plus expenses. Payment is due to McMahon Associates, Inc. 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 Associates, Inc. and is not to be disclosed or made available to third parties without the written consent of McMahon Associates, Inc.
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** – Automatic Traffic Recorder equipment usage will be billed at \$25.00 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 Associates 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 Associates Inc. The client will be provided with copies of final drawings and/or reports for information and reference purposes.
7. **Insurance** – McMahon Associates, Inc. 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 Associates, Inc. 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.

Gilmore & Associates, Inc.  
2022/2023 Services Fees

	<u>2022 Fees</u>	<u>2023 Fees</u>	<u>Percentage of Cost Increase</u>
Principal III	\$144.00	\$152.00	5.56%
Principal II	\$139.00	\$147.00	5.76%
Principal I	\$134.00	\$142.00	5.97%
Consulting Professional V	\$123.00	\$132.00	7.32%
Consulting Professional IV	\$118.00	\$126.00	6.78%
Consulting Professional III	\$113.00	\$121.00	7.08%
Consulting Professional II	\$108.00	\$116.00	7.41%
Consulting Professional I	\$103.00	\$111.00	7.77%
Design Technician V	\$98.00	\$106.00	8.16%
Design Technician IV	\$92.00	\$100.00	8.70%
Design Technician III	\$87.00	\$94.00	8.05%
Design Technician II	\$82.00	\$88.00	7.32%
Design Technician I	\$77.00	\$82.00	6.49%
Construction Representative III	\$112.00	\$118.00	5.36%
Construction Representative II	\$102.00	\$108.00	5.88%
Construction Representative I	\$92.00	\$98.00	6.52%
Surveying Crew	\$170.00	\$180.00	5.88%
Project Assistant	\$83.00	\$86.00	3.61%
		<b>Total</b>	119.61%
		<b>Average %</b>	0.066447443

**McMAHON ASSOCIATES, INC.**  
**STANDARD PROVISIONS FOR PROFESSIONAL SERVICES**  
**UPPER HANOVER TOWNSHIP**  
**2023**

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Principal/Associate/General Manager/Service Leader	\$195
Senior Project Manager	\$185
Project Manager/Survey Manager	\$165
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Technician/Admin/Survey Tech	\$90
Field Personnel/Drone Field Spotter	\$50

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**STANDARD PROVISIONS FOR PROFESSIONAL SERVICES**  
**UPPER HANOVER TOWNSHIP**  
**2023**

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