

October 25, 2023

Steve Hoffman, P.E.  
Great Valley Consultants  
75 Commerce Drive  
Wyomissing, PA 19610

**RE: Proposal for Transportation Engineering Services**  
**R.M. Palmer Company – Building Addition**  
Wyomissing Borough, Berks County, PA  
Bowman Project No. (PROPOSAL)

Dear Steve:

McMahon, a Bowman Company (McMahon), is pleased to submit this proposal to provide traffic engineering services for submission to the Project Team and Wyomissing Borough for the proposed R.M. Palmer Company Building Addition, located at 700-800 Van Reed Road in Wyomissing Borough, Berks County, PA.

***Project Understanding***

Based on the information provided to date, we understand the following:

- The proposed development consists of a 24,969 square foot building addition to the existing R.M. Palmer facility, as indicated on the Land Development Plan, prepared by Great Valley Consultants, and dated September 7, 2023.
- Access to the site is proposed to maintain its existing configuration:
  - One (1) Full-access driveway along Van Reed Road
  - One (1) Exit-only driveway along Van Reed Road
  - One (1) Enter-only driveway along Van Reed Road
- Since access is not proposed to a state roadway, a Highway Occupancy Permit (HOP) will not be required for this project.

If any of the above items of understanding are not correct, please notify us prior to the commencement of the Transportation Impact Study.

## ***Scope of Services***

The specific tasks to be completed as part of this proposal are as follows:

### **Traffic Engineering Services**

#### **Task 1: Transportation Impact Study**

Our proposed services include the completion of a Transportation Impact Study to address requirements of Wyomissing Borough. This Transportation Impact Study has not been scoped with representatives from the Borough; therefore, if modifications are made to the scope as a result of Borough review, an addendum proposal will be submitted for your review and approval. The services to be performed pursuant to this agreement are strictly limited to those expressly set forth herein. No additional services will be provided unless requested and agreed to in writing.

As such, based on our understanding of the project and the requirements outlined by PennDOT within their Policies and Procedures for *Transportation Impact Studies Related to Highway Occupancy Permits*, contained in Appendix A of Publication 282, dated July 2017, our specific scope of services includes:

#### **Task 1: Transportation Impact Study**

1. Conduct a field inventory, including cartway and lane width measurements, intersection diagrams, estimated existing grades, posted speed limits, intersection photographs, and an inventory of traffic control devices and signing, required for the traffic analyses.
2. Conduct manual turning movement (MTM) traffic counts during the weekday morning (7:00 AM to 9:00 AM) and weekday afternoon (4:00 PM to 6:00 PM) peak hours at the following intersections:
  - a. Van Reed Road & N. Wyomissing Boulevard
  - b. Van Reed Road & Existing Full-Access Driveway
  - c. Van Reed Road & Existing Exit-only Driveway
  - d. Van Reed Road & Existing Enter-only Driveway
3. Evaluate existing traffic conditions, including detailed capacity/level-of-service and queuing analysis at the study intersections during the two (2) peak hours.
4. Identify area roadway improvements proposed in conjunction with other developments, or as proposed by others (i.e., Borough, PennDOT, etc.).
5. Forecast peak hour traffic volumes without-development for the future build-out year, based upon PennDOT traffic growth data for the study area roadways and traffic generated by any other proposed developments located within the vicinity of the study area, as identified by Wyomissing Borough. The future build-out year will need to be confirmed by your office prior to commencement of the study.

6. Evaluate future traffic conditions without-development for the build-out year, including detailed capacity/level-of-service and queuing analysis at the study intersections during the two (2) peak hours.
7. Estimate the peak hour and daily trip generation of the proposed site based on data contained in the Institute of Transportation Engineers publication, *Trip Generation, Eleventh Edition*. Consideration will be given to alternative methods for determining trip generation, including a Statement of Operations.
8. Develop trip distribution assumptions based on existing traffic patterns and location of the site accesses. Assign the development-generated traffic to the site access intersections and the study area roadway network for the two (2) peak hours, resulting in future with-development traffic volumes.
9. Evaluate the future build-out year with-development traffic conditions, including detailed capacity/level-of-service and queuing analysis at the study intersections for the two (2) peak hours.
10. Prepare a Transportation Impact Study report containing our analysis results, major findings, conclusions, and recommendations for submission to the Project Team and ultimately Wyomissing Borough. A draft report will be submitted for project team review prior to submission.

### **Schedule**

#### **Task 1: Transportation Impact Study**

We will proceed with the Transportation Impact Study based on your verbal authorization of this proposal, with the understanding that it will be followed by your written approval. We anticipate that the draft study can be completed for your review for submission to Wyomissing Borough within five (5) weeks of authorization and the completion of data collection.

### **Fee**

The fee for the foregoing scope of work is as follows:

<b>Task 1:</b> Transportation Impact Study .....	\$	9,200
<b>Subtotal</b> .....	\$	<b>9,200</b>

The above **fee is exclusive of reimbursable and out-of-pocket expenses** including ATR rental, reproduction, overnight mail packages, plotting, graphics, reimbursement of personal automobile usage *Standard Provisions for Professional Services* at the current IRS-approved rate, tolls, permit fees, and other incidental expenses in accordance with. Additionally, meeting preparation and/or attendance, will be invoiced on a time-and-materials basis at the rates contained in the attached *Standard Provisions for*

*Professional Services*, when requested and authorized and billed separately. If any of the additional services are required, we will prepare a fee proposal addendum for extra work authorization, as requested.

### **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.

### **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 the Agreement, and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of the proposal.

If this Agreement is between McMahon, a Bowman Company, and a Limited Liability Corporation, i.e., LLC, or Other business, than that addressed in this Proposal, another "binding" business, or personal business must be assigned, and indicated below, to guarantee the payment for the services rendered, herein. In addition, we would require the name and Owner of the subject project property. If the provided information cannot be verified by McMahon, a Bowman Company, work will not commence on your project until verification is satisfied.

### **Terms and Conditions**

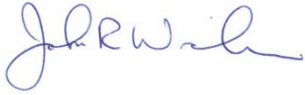
**Typically, McMahon, a Bowman Company, requires a retainer fee to be held for satisfaction of the final invoice(s); however, this requirement has been waived for this particular project only. Invoices for services will be submitted monthly and are payable within 30 days of issuance.** All invoices not paid within 30 days are subject to a 1.5% monthly interest charge, and all projects with overdue balances exceeding 60 days will be subject to a stoppage of work. Any changes in the specific work program described above will result in an adjustment of the conditions and fees.

This agreement hereto sets forth the entire understanding between the parties with respect to the subject matter hereof, supersedes any and all prior understandings whether written or oral with respect to the subject matter hereof and may not be altered, modified, changed, amended or waived in any manner, except in a writing signed by all of the parties hereto.

The fee quoted is valid for a period of 90 days from the date of this proposal. If the terms of this contract, as contained herein, and in the attached Standard Provisions for Professional Services are agreeable to you, please execute both copies of the agreement in the space provided and return one signed copy to our office.

If you should have any questions, or require further information, please feel free to contact me. We appreciate the opportunity to submit a proposal on this project and look forward to working with you on this important engagement.

Sincerely,



John R. Wichner, P.E., PTOE  
Branch Manger

JRW

Attachment

cc: File

DRAFT

**Accepted for GREAT VALLEY CONSULTANTS by:**

***If signing for a Corporation, LLC, partnership, or other Business, you must have binding authority to make payments to McMahon, or Assign an alternate business. The Project Property Address must be listed below. If adequate information is not provided, and/or cannot be verified by McMahon Associates, Inc., work will not commence on your project.***

**By:** \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please provide your **Accounts Payable** contact information & **Project Property Address:**

**Name:** \_\_\_\_\_

**Business Phone Number and Cell Phone Number:**

\_\_\_\_\_  
\_\_\_\_\_

**Project Property Address:** \_\_\_\_\_

\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

*In the space below, please provide any details, including the date invoices are due each month for prompt payment, or other pertinent instructions:*

\_\_\_\_\_  
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Proposal\_McM.docx

March 14, 2025

Michele Bare, Manager  
Borough of Wyomissing  
22 Reading Blvd.  
Wyomissing, PA 19610

Re: R.M. Palmer  
1, 700 & 800 Van Reed Rd. Building Addition  
Revised Preliminary/Final Plan  
Waiver Requests  
GVC File 8069-002

Dear Commission Members:

On behalf of the applicant for the above-referenced project, we are requesting waivers from the following sections of the Borough's Subdivision and Land Development Ordinance (SALDO) and Stormwater Management Ordinance (SWMO):

**1. SALDO Sections 303 & 304 – Requirement of preliminary plan approval prior to final plan submission.**

Request Justification – The proposed development is relatively small and will have minimal impacts on local traffic, stormwater, existing utilities, and community facilities. Furthermore, the area to be developed is an open grass area, entirely surrounded by existing buildings and existing paved areas.

**2. SALDO Sections 401.1 & 403.1 – Requirement that the plan scale shall be 1" = 50'.**

Request Justification – The applicant is requesting that a plan scale of 1" = 40' be permitted to allow for increased plan legibility and clarity.

**3. SALDO Section 509.5.A.4 – Requirement of a traffic impact study.**

Request Justification – The project will have minimal impact on local traffic. Additionally, the Borough has indicated that it would prefer a fee in lieu of a traffic. The applicant would prefer to pay the fee provided that a reasonable amount can be negotiated.

**4. SALDO Section 602.D(1) – Requirement of the installation of sidewalk along the streets.**

Request Justification – The applicant is requesting that the requirement of sidewalk be deferred to a later date. If the Borough requires that the sidewalk be installed as a condition of plan approval, then the applicant respectfully requests that sidewalk construction be treated as a separate project to be completed after the building addition project is complete.

**5. SWMO Section 307 – Requirement of the 1-year storm to take a minimum of 24 hours to drain from a detention facility.**

Request Justification – Due to the small size of the drainage area to the facility, the outlet orifice would have to be extremely small to attenuate the 1-year storm for a minimum of 24 hours. An extremely small orifice would have a much greater potential to clog. Alternatively, in theory, the footprint of the facility could be considerably expanded to decrease the head within the facility during the 1-year storm; however, significantly expanding the facility footprint would impact other existing improvements.

If you have any questions regarding the submission or if you need any additional copies of the submission documents, please contact me.

Sincerely,

  
STEVEN K. HOFFMAN, P.E.  
Project Manager

SKH:aew