

PUBLIC SAFETY &  
MUNICIPAL MANAGEMENT

# PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES

## Building Inspection Services

Prepared for the



WALWORTH AND JEFFERSON COUNTY | WISCONSIN

March 7, 2024

Prepared By  
Kevin Kloehn, Public Safety Specialist  
Jeffrey R. Roemer, Public Safety Manager

**McMAHON**  
ENGINEERS ARCHITECTS

Proposal  
For Professional  
Consulting Services

Building Inspection Services

Prepared for the



WALWORTH AND JEFFERSON COUNTY | WISCONSIN

Prepared By  
McMahon Associates, Inc. | NEENAH, WISCONSIN  
March 7, 2024

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- Sample Agreement
- GTC's
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- Reimbursable Expenses
- Inspection information: License, Reports and Forms



March 7, 2024

City of Whitewater  
Attn: Heather Boehm, City Clerk  
312 W. Whitewater Street  
Whitewater, WI 53190

Dear Ms. Boehm,

We are pleased to submit a proposal for Building Inspection Services for the City of Whitewater. Our teams' passion for Public Safety and working with Building Inspections provides the basis for our interest in submitting this proposal. McMahon Associates, Inc. (McMahon) is ready to work with the City of Whitewater by providing building inspections, permitting, guidance, and recommendations. Municipal Consulting projects have become a major focus for McMahon. Similar work in the past has included communities such as the Cities of Kaukauna and Pewaukee, Town of Clayton, and Villages of Allouez, Little Chute, and Bear Creek.

McMahon's Public Safety & Municipal Management Group's focus is on national and international public management consulting services. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Municipal and Tribal Administration.

Thank you for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 920-419-8950 or by email at [kkloehn@mcmgrp.com](mailto:kkloehn@mcmgrp.com). We look forward to working with you on this important project!

Respectfully,  
McMahon Associates, Inc.

Kevin Kloehn  
Public Safety Team Leader

Jeffrey R. Roemer  
Public Safety Manager

JRR:kmh

## Qualifications

McMahon provides building inspection services that are professional, and compliant with state and national building codes. Our consultants have served the inspection needs of municipalities throughout Wisconsin and remain very active with several building inspection organizations including:

- The Southeast Wisconsin Building Officials Association
- The National Fire Protection Association
- The International Code Council.

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

Our approach to this project requires a clear understanding of the current Inspection Department's organization, staffing, operations, administration, planning, and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved, and the goals and objectives of the project.
- A work plan that is comprehensive, well designed, practical, and provides for ample client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

## **Client Input**

To perform Building Inspection Consulting Services and make specific recommendations, it is critical that we receive quality information from officials, staff, and members of the City of Whitewater. Accordingly, our approach includes regular meetings with the Inspection Department and City Administration.

## **Practical Recommendations**

Our ultimate goal is to provide you with recommendations that can be used now, and in the future, to improve the efficiency and effectiveness of the Building Inspection Department during this transition. These recommendations are based on industry standards and legal considerations.

## **Project Management**

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments, and frequent communications with the Inspection Department and the City of Whitewater Administration.

## **Project Kickoff**

Initial meetings will be held with the municipal project team to review the duties and responsibilities of McMahon during the term of this project.

## **Management Team**

The McMahon team will consist of the Project Manager and the Inspection Team. They will meet initially to organize and plan the communications structure, the daily, weekly, and monthly work plan. This will be utilized to improve the effectiveness of current building inspection operations and administration and provide effective and efficient recommendations for the future.

## **Reporting**

A management summary report will be provided to the Inspection Department monthly. This report will outline the building inspector consulting services, activities, and actions that have taken place during this project.

## **Availability**

Project team members are available throughout the duration of the project. There will be scheduled office time weekly. A Project Team member will need to utilize office space, have access to a phone, computer, and client software to support internal and external requests from customers while on site.

## **Administration**

McMahon will manage the department inspection plan, goals, standards of performance, and strategic planning for the future of the department.

## **Mentoring**

McMahon will assist and coach new personnel with day-to-day and long-term transition decisions and planning, if needed.

## **Compliance**

McMahon will assist the City of Whitewater in maintaining compliance with all current administrative rules and applicable standards, along with current departmental practices to ensure compliance with relevant legal guidelines and standards.

## Project Fee / Schedule

### **Project Fee**

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Building Inspection Services as follows:

*Time & Expense estimated at:        \$2,500 - \$4,500 per month*

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated November 10, 2023, which will be incorporated into the Agreement.

Invoices will be sent every month based on the previous months' time and expenses.

### **Project Schedule**

McMahon has the staff available to begin this project immediately upon award. The client's inspection needs will dictate the weekly schedule.

## Project Team / Resumes

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMahon). The Project Manager supervises the project team and clerical personnel support the team. The combined resources ensure that the client receives the best possible combination of professional attention.

Kevin K. Kloehn - Public Safety Specialist

Kevin will serve as Project Manager and will be the key contact throughout the project. He will oversee, direct, coordinate and supervise all work that is done on the project. He will also be responsible for the content and quality of the project and ensure that the project is completed according to the timeline established. Kevin has over 31 years of experience in the Fire, Emergency Medical, and Emergency Management field. He worked as a Fire Chief of a consolidated fire department in Wisconsin. Before his position as Fire Chief, he worked as a Shift Commander/Battalion Chief, Captain, and Driver. Prior to becoming a career Fire Chief, Kevin worked as a Fire Chief for a Volunteer Department for 8 years in which he consolidated two (2) Fire Departments within a Community. Kevin has experience on two (2) major Consolidation Projects, Strategic Planning, Emergency Operations Planning, and developing Training Plans for new Firefighters.

Kevin I. Bierce – Senior Public Safety Specialist

Kevin has been the Fire Chief for the City of Pewaukee Fire Department since 2008 where he oversees all emergency operations. Prior to becoming Chief, he worked in various positions to include Assistant Chief, Division Chief of Prevention, Captain, and Lieutenant. As Division Chief of Inspections, Kevin worked to combine the building inspection department of two communities under the authority of the Fire Department to create the Building Services Division overseeing building, zoning, and plan review of all structures in the Village and City of Pewaukee. He is a licensed building official and serves by appointment of the Governor of Wisconsin on the Wisconsin Commercial Building Code Council, responsible for the oversight and review of the Wisconsin Building Codes.

Charles M. Dwyer – Public Safety Specialist

Charlie will act as commercial electric inspector. He has over 40 years of commercial, residential, and industrial electrical experience, plus 20 years' experience as an inspector.



Mark Jorgensen - Public Safety Specialist

Mark will serve as a commercial electrical engineer. He has over 30 years as a Master Electrician. He specializes as a Master Electrician, blueprint reading and mechanical aptitude.

Randy Romens – Public Safety Specialist

Randy is currently a full time building, HVAC and plumbing inspector for the City of Pewaukee. His experience as a Master Plumber and business owner has helped to strengthen our building inspection capabilities and services.

Jeffrey R. Roemer – Public Safety Manager

Jeff will assist the Project Team with review of project specific information and processes as well as advise on findings and recommendations. He has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMahan. He is a certified public manager and has been providing full-time public safety management consulting for the last 24 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

### VILLAGE OF ALLOUEZ

Trevor Fuller, Director of Planning and Community Development  
1900 Libel Street  
Green Bay, WI 54301  
920-448-2800

### VILLAGE OF GREENVILLE

Michael Brown, Community & Economic Development Director  
W6860 Parkview Drive  
Greenville, WI 54942

### VILLAGE OF LITTLE CHUTE

Dave Kittel  
108 W. Main Street  
Little Chute, WI 54140  
(920) 422-5801

### CITY OF KAUKAUNA

Anthony Penterman, Mayor  
144 W. 2<sup>nd</sup> Street  
Kaukauna WI 54130  
(920) 766-6310

### TOWN OF CLAYTON

Kelly Wisnefske, Town Administrator  
8348 County Road T  
Larsen, WI 54947  
(920) 836-2007

### VILLAGE OF BEAR CREEK

Chris Wenner, Village President  
109 Prospect Street  
Bear Creek, WI 54922  
(715) 752- 4356

### CITY OF PEWAUKEE

Kelley Woldanski, Director of People and Culture  
W240 N3065 Pewaukee Road  
Pewaukee, WI 53072  
262-691-6028

# AGREEMENT FOR PROFESSIONAL SERVICES

CITY OF WHITEWATER  
Attn: Heather Boehm, City Clerk  
312 West Whitewater Street  
Whitewater, WI 53190

DATE: March 7, 2024  
McM. No.

## PROJECT DESCRIPTION

McMahon will perform inspection services for the City of Whitewater as outlined in the Proposal dated March 8, 2024

## SCOPE OF SERVICES

- **Project Kickoff** - Initial meetings will be held with the municipal project team to review the duties and responsibilities of McMahon during the term of this project.
- **Management Team** - The McMahon team will consist of the Project Manager and the Inspection Team. They will meet initially to organize and plan the communications structure, the daily, weekly, and monthly work plan. This will be utilized to improve the effectiveness of current building inspection operations and administration and provide effective and efficient recommendations for the future.
- **Reporting** - A management summary report will be provided to the Inspection Department monthly. This report will outline the building inspector consulting services, activities and actions that have taken place during this project.
- **Availability** - Project team members are available throughout the duration of the project. There will be scheduled office time weekly. Project team members will need to utilize office space, have access to a phone, computer, and client software to support internal and external requests from customers while on site.
- **Administration** - McMahon will manage the department inspection plan, goals, standards of performance, and strategic planning for the future of the department.
- **Mentoring** - McMahon will assist and coach new personnel with day-to-day and long-term transition decisions and planning, if needed.
- **Compliance** - McMahon will assist the City of Whitewater in maintaining compliance with all current administrative rules and applicable standards, along with current departmental practices to ensure compliance with relevant legal guidelines and standards.

## ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

- Plan Review
- Collecting Permit Fees

**SPECIAL TERMS** (Refer also to General Terms & Conditions, attached)

The Client agrees that the Project Description, Scope of Services, and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of McMahon.

- A single source contact with whom all communication is to occur.

**COMPENSATION**

McMahon agrees to provide the Scope of Services described above for the following compensation:

Time and Expense Estimate (Billed monthly)     \$2,500 - \$4,500 per month

**COMPLETION SCHEDULE**

McMahon agrees to this project as follows:

Begin Inspection Services immediately upon award.

**ACCEPTANCE**

The General Terms & Conditions and the Scope of Services (defined in the above Agreement) are accepted, and McMahon is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty (60) days from the date of this Agreement.

**CITY OF WHITEWATER**

312 W. Whitewater Street  
Whitewater, WI 53190

**McMAHON ASSOCIATES, INC.**

1445 McMahon Drive | PO Box 1025  
Neenah, WI 54956 | 54957-1025  
920.751.4200 | MGMGRP.COM

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

Attachments:    General Terms and Conditions  
                      Fee Schedule  
                      Reimbursable Schedule



**1. STANDARD OF CARE**

- 1.1 **Services:** McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 **Client's Representative:** McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 **Warranty, Guarantees, Terms and Conditions:** McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

**2. PAYMENT AND COMPENSATION**

- 2.1 **Invoices:** McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
- 2.2 **Reimbursables:** Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.
- 2.3 **Changes:** The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 **Delays and Uncontrollable Forces:** Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

**3. INSURANCE**

- 3.1 **Limits:** McMahon will maintain insurance coverage in the following amounts:
 

Worker's Compensation .....	Statutory
General Liability	
Bodily Injury - Per Incident/Annual Aggregate .....	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury .....	\$1,000,000
Property Damage .....	\$1,000,000
Professional Liability Coverage .....	\$2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.  
McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to \$250,000.
- 3.2 **Additional Insureds:** To the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.  
  
To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

**4. CLAIMS AND DISPUTES**

- 4.1 **General:** In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 **Mediation:** If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 **Binding Dispute Resolution:** If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

## 5. TERMINATION OR SUSPENSION

- 5.1 **Client:** Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 **McMahon:** If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.
- 5.3 **Suspension for Non-Payment:** McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

## 6. COPYRIGHTS AND LICENSES

- 6.1 **Instruments of Service:** McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 **Licenses:** McMahon grants to the Client a nonexclusive license to use McMahons' IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 **Re-use:** Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

## 7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 **Modifications:** This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 **Governing Law:** This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 **Mutual Non-Assignment:** The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.
- 7.5 **Severability:** The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 **Third Party:** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

## 8. MISCELLANEOUS PROVISIONS

- 8.1 **Additional Client Services:** The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 **Means and Methods:** McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.3 **Purchase Orders:** In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 **Project Maintenance:** The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.5 **Consequential Damages:** Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 **Corporate Protection:** It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.
- 8.7 **Contingency:** McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.
- 8.8 **Project Costs Associated with Agency Plan Review:** McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.
- 8.9 **Hazardous Materials:** McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.
- 8.10 **Climate:** Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.



## FEE SCHEDULE | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN  
CORPORATE HEADQUARTERS

Street Address:  
1445 McMAHON DRIVE  
NEENAH, WI 54956

Mailing Address:  
P.O. BOX 1025  
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM  
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD  
MACHESNEY PARK, IL 61115  
Ph 815.636.9590 | Fax 815.636.9591  
Email: MCMAHON@MCMGRP.NET  
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2  
VALPARAISO, IN 46385  
Ph 219.462.7743 | Fax 219.464.8248  
Email: MCM@MCMGRP-IN.COM  
Web: WWW.MCMGRP.COM

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$205.00
Senior Project Manager	\$205.00
Project Manager	\$145.00 - \$195.00
Senior Engineer	\$185.00 - \$195.00
Engineer	\$105.00 - \$175.00
Senior Engineering Technician	\$135.00 - \$145.00
Engineering Technician	\$75.00 - \$125.00
Senior Architect	\$170.00 - \$190.00
Architect	\$145.00 - \$165.00
Senior Designer	\$120.00 - \$140.00
Designer	\$90.00 - \$110.00
Senior Land Surveyor	\$130.00 - \$170.00
Land Surveyor	\$120.00
Land Surveyor Technician	\$85.00 - \$105.00
Surveyor Apprentice	\$70.00
Erosion Control Technician	\$90.00
Senior Hydrogeologist	\$205.00
Senior Ecologist	\$195.00
Environmental Scientist	\$100.00 - \$115.00
Senior G.I.S. Analyst	\$170.00
G.I.S. Analyst	\$95.00 - \$115.00
Wetland Delineator	\$115.00
Senior Public Management Specialist	\$160.00
Public Management Specialist	\$130.00
Senior Public Safety Specialist	\$160.00
Public Safety Specialist	\$130.00
Building Inspector Specialist	\$130.00
Water / Wastewater Specialist	\$105.00 - \$135.00
Senior On-Site Project Representative	\$120.00
On-Site Project Representative	\$60.00 - \$105.00
K-12 Administrative Specialist	\$125.00
State Plan Reviewer	\$145.00
Certified Grant Specialist	\$145.00
Graphic Designer	\$110.00
Senior Administrative Assistant	\$95.00 - \$105.00
Administrative Assistant	\$85.00
Intern	\$45.00 - \$70.00
Professional Witness Services	\$370.00



## REIMBURSABLE EXPENSE SCHEDULE \* | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

DESCRIPTION	RATE
<b>REIMBURSABLE EXPENSES:</b>	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
<b>REIMBURSABLE UNITS:</b>	
Copy Charges - Black & White	\$0.08/Image
Copy Charges - Color / 8½" x 11"	\$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.75/Mile
Mileage - Truck/Van	\$1.05/Mile
All-Terrain Vehicle	\$100.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.45/Each
Survey Lath	\$0.80/Each
Survey Paint	\$6.00/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.50/Each
Survey Rebars - ½"	\$3.00/Each
Survey Iron Pipe - 1"	\$4.50/Each
Survey Steel Fence Post - 1"	\$7.75/Each
Control Spikes	\$1.75/Each

NEENAH, WISCONSIN  
CORPORATE HEADQUARTERS

Street Address:  
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NEENAH, WI 54956

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\* This schedule is not all inclusive.



Inspectors for McMahon Associates, Inc.

<b>Inspector</b>	<b>Type</b>	<b>License Number</b>
McMahon Associates, Inc.		
Kevin Bierce	Commercial	71655
Randy Romens	UDC, HVAC, Commercial Plumbing	225608
Dick Biese	Commercial Plumbing	262866
Charlie Dwyer	Commercial Electrical	170107
Dave Vander Velden	UDC	17158
Mark Jorgensen	Commercial Electrical	247625
Brett Jensen	UDC	650771





