

July 31, 2026

Bill Stone
Director of Business Affairs
Hatboro-Horsham School District
229 Meetinghouse Road
Horsham, PA 19044

Re: ICS Hatboro-Horsham School District – Proposed Propane Filling Station Feasibility Analysis Proposal

Dear Mr. Stone:

We are pleased to submit this proposal to perform the site feasibility analysis for the Hatboro-Horsham School District Bus Maintenance facility, and newly purchased, adjoining property at 890 Easton Road. The current Transportation Facility/Bus Garage is located at 224 Maple Ave, Horsham, PA and shares the site with Hallowell Elementary School. The lot was reverse subdivided to join the Bus Garage and school site in November 2015. In January 2025, ICS performed a Preliminary Evaluation of the Existing Conditions of the District's Transportation Facility. Site size limitations make an on-site propane fueling station infeasible and restrict electric vehicle charging capacity to a single Level-2 dual charger which would serve two buses simultaneously. Major electrical upgrades would be required for broader fleet electrification but would also require the District to invest in more electric buses which have a limited daily range of (~65 miles each). Hatboro-Horsham School District has been transitioning its fleet gradually from diesel to propane buses since 2017 and could reach a full fleet replacement by 2035-2040 at the current rate. However, due to the need to refuel off-site, additional mileage (2.7%-5.5%) and labor hours (286-572) are incurred annually. The addition of a propane fueling station connected to the existing Bus Garage would eliminate these annual operation costs.

This proposal will utilize the sizing and layouts provided in the February 2019 Record Plan for the 890 Easton Road property, August 2015 Conformed Plans for the Hallowell Elementary School, March 2023 HOP Plans Land Development Plans for the 890 Easton Road property as the basis for the site analysis.

The following options will be evaluated as part of this analysis:

Option 1: Locate new propane tanks and filling station on the 890 Easton Road property. Bus access will be through the Hallowell parking lot instead of Easton Road (Route 611).

Option 2: Locate new propane tanks on the 890 Easton Road property and extend piping to a pump along the fenceline between the transportation staff parking lot and bus garage at 224 Maple Ave.

Option 3: Investigate the potential to acquire another property for use as the propane filling station site.

The analysis of these options will include:

- Potential new property line locations for lot consolidation.
- Impacts to parking, circulation, nearby homes and school property will be determined in this analysis.
- Analysis of NFPA/Safety setback requirements, tank type and location options, operational impacts and costs.

Specifically, ICS will provide the following:

Professional Services Proposed:

- I. **ENGINEERING SERVICES (Completed within 12-16 Weeks from Notice to Proceed)**
 - A. Ordinance Review & Analysis
 1. Review all existing plans of record provided by owner.
 2. Utilize previously prepared Civil Plans for 890 Easton Road, Electrical Site Plans for 224 Maple Ave Site and any other available plans to develop site concept plans.
 3. Obtain current Township ordinances and perform ordinance review and analysis of Zoning, Land Development and Stormwater Management Ordinances.
 4. Review Township site constraints and protected resources as defined by Township Ordinances.
 5. Analyze required parking, bus circulation, impervious surface and compare to ordinance requirements.
 6. Determine requirements per Township Ordinance for construction options.
 7. Perform Area and Bulk calculations for proposed conditions based on prior plans of record.
 8. Identify Landscape and/or Screening requirements for new projects.
 9. Prepare (3) Conceptual Plan Layouts of proposed propane fueling station and vehicular parking along with any reconfiguration of the existing District bus garage lot access and fence line. Existing plan data and LIDAR/PASDA information may be used for the base plan.
 10. Evaluate existing utilities (electric, gas, water, sewer) to determine what modification/upgrades are required to be incorporated into the conceptual budget.
 11. Budgets will be generated for the Conceptual Plans.
 12. Preliminary construction project schedules will be provided for the conceptual plans.
 13. Correspondence with owner and presentations of information as required.
 14. Meet with Township to discuss options, land development requirements, required variances.

Our fee for these services is \$33,780

The 2025 Preliminary Evaluation recommended an **assessment of priority upgrades to the existing Bus Facility**. The scope of services associated with this condition assessment is detailed here and is **included in this proposal**. This assessment will include a review of each facility's existing drawings, potential interviews with selected Bus Facility staff, and on-site surveys performed by a team of licensed engineers, construction personnel, and previous K-12 facility directors. The collected information will be used as the basis for a Capital and Maintenance Plan for the Bus Facility that will be developed for on-going use in planning, prioritizing, tracking and forecasting future facility-related needs. Descriptions, recommendations and cost estimates for improvements of each system component will be included.

Additional Items and Clarifications:

1. The Owner, HHSD, may terminate this Agreement upon not less than seven (7) days' written notice to ICS for the Owner's convenience and without cause. If the Owner terminates this Agreement for its convenience or through no fault of ICS, the Owner shall compensate ICS for services performed prior to termination, reimbursable expenses incurred, and reasonable costs attributable to ICS's termination of consultant agreements.
2. Payment for services will be progress based and billed monthly.
3. The following items are specifically excluded from this scope-of-work:
 - a. Any work not specifically included in the scope of work outlined above.
 - b. Boundary surveys to recover/reset corner pins, tree locations/surveys, as-built utility surveys.
 - c. Wetland delineation, mitigation, PNDI, water quality and environmental assessments/studies/plans.
 - d. Mechanical, Electrical, Plumbing, Structural Design/Plans.
 - e. Survey certification, post-construction as-built surveys/plans.
 - f. Locations or elevations of non-visible underground utilities.
 - g. Stormwater management design.
 - h. Engineering/Landscape design for Land Development Plan preparation.
 - i. Geotechnical and Soils engineering
 - j. Township submissions/applications.
 - k. Traffic and Parking studies.
 - l. PNDI clearance for endangered plant or animal species, Bog Turtle assessments.

Thank you for this opportunity to provide services to Hatboro-Horsham School District.

ACCEPTED FOR
Hatboro-Horsham School District

ACCEPTED FOR
ICS Consulting LLC dba CMTA

BY: _____

Bill Stone

TITLE: Dir. of Business Affairs

DATE: _____

BY: _____

Mike Lang

TITLE: Dir. of Business Development

DATE: _____