

**REQUEST FOR PROPOSALS (RFP)**  
**MUNICIPAL ENGINEERING**  
**CONSULTING SERVICES**



**HAMILTON TOWNSHIP**  
**Board of Supervisors**

*Township Formed August 29, 1810*

272 MUMMERT'S CHURCH ROAD

ABBOTTSTOWN, PA 17301

OFFICE (717) 259-7237

Web site: <http://twphamilton.com>

**Hamilton Township**

**Adams County, Pennsylvania**

**272 Mummerts Church Road**

**Abbottstown, PA 17301**

**717-259-7237**

**[secretary@twphamilton.com](mailto:secretary@twphamilton.com)**

---

## REQUEST FOR PROPOSAL – CERTIFIED PUBLIC ACCOUNTING FIRM FOR FISCAL YEAR 2025

The Hamilton Township, Adams County Board of Supervisors invites certified public accounting (CPA) firms to submit proposals for appointment as the Township’s CPA for the fiscal year 2025. The selected firm will conduct an annual audit in compliance with state and federal standards.

Applications must include five (5) copies of a cover letter and five (5) copies of supporting materials detailing the applicant’s qualifications and relevant experience. All proposals must be concise, well-organized, and address the following specific criteria:

1. **Firm Description:** Provide a brief history of the firm, including the number and location of offices, and the general experience level of CPAs within the firm.
2. **Municipal Experience:** Outline the firm’s experience in conducting audits for municipalities, including compliance with the Pennsylvania Second Class Township Code and other relevant regulations.
3. **Capabilities:** Describe the firm’s expertise and specific examples in:
  - o Preparation of annual financial audits for municipal entities.
  - o Compliance with Generally Accepted Auditing Standards (GAAS).
  - o Auditing, settling, and adjusting the accounts of elected or appointed officials.
  - o Reviewing dockets, transcripts, and other records to determine fines and costs due to the Township.
  - o Meeting federal and state requirements for any programs, grants, or contracts.
4. **Relevant Projects:** List similar municipal audit projects completed within a 100-mile radius of Adams County over the past five years. Specify the role performed in each project.
5. **Insurance:** Provide details of the firm’s insurance coverage applicable to audit services.
6. **Legal Matters:** Describe any lawsuits filed against the firm within the past five years.
7. **Key Personnel:** Identify the following individuals:
  - o The primary contact person for the Township.
  - o The individuals who would represent the firm at Township Supervisors’ meetings if needed.
  - o The individual responsible for ensuring the firm’s performance on behalf of the Township.
8. **Fee Structure:** Provide a schedule of hourly billing rates and any miscellaneous fees for 2025, specifically identifying the rates for each person mentioned in item 7. Include a not-to-exceed cost for the annual audit and a schedule for additional services.
9. **References:** Provide the names and telephone numbers of five (5) professional references from similar clients.

---

### MAILING ADDRESS:

Submit five (5) copies of the proposal and any supporting documentation to the attention of:  
Hamilton Township, Adams County  
Attn: Municipal Consulting Engineer Search  
272 Mummerts Church Road  
Abbottstown, PA 17301

---

Proposals must be received no later than **5:00 PM on November 30, 2024.**

Appointment will be made and will take effect in **January 2025.**

For more information, contact Hamilton Township's Secretary at **717-259-7237** or via email at **Secretary@twphamilton.com.**

---

### **SELECTION PROCESS**

All submitted proposals will be reviewed by Hamilton Township officials. Firms may be invited to make a formal presentation to the Board of Supervisors before a final decision is made.

The Township will award the contract based on the technical merit, experience, cost, and other factors of each proposal. Hamilton Township reserves the right to reject any and all proposals, cancel the solicitation, and/or request new proposals.

The appointed firm will not be allowed to represent private entities within Hamilton Township unless plans are already in process. A list of current projects the firm is involved in within Hamilton Township must be included with the proposal.

If selected, the Municipal Consulting Engineer must provide proof of insurance coverage naming Hamilton Township as an additional insured. This insurance must be maintained throughout the appointment term.

---

**Remit five (5) copies of the proposal to:**

**Hamilton Township, Adams County**

**Attn: Board of Supervisors**

**272 Mummerts Church Road**

**Abbottstown, PA 17301**

---

Proposals are due no later than **5:00 PM on November 30, 2024.**