

**REQUEST FOR PROPOSALS (RFP)**  
**SEWAGE ENFORCEMENT OFFICER (SEO) 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 PROPOSALS (RFP)**  
**SEWAGE ENFORCEMENT OFFICER (SEO) SERVICES**

Hamilton Township, Adams County, is soliciting proposals from qualified individuals or firms to serve as the Township's **Sewage Enforcement Officer (SEO)**. The SEO will provide enforcement and administration of on-lot sewage disposal regulations, ensuring compliance with the Pennsylvania Sewage Facilities Act (Act 537).

---

**RFP SUBMISSION REQUIREMENTS:**

Proposals must demonstrate the applicant's qualifications, experience, and understanding of the SEO's role in enforcing Pennsylvania's sewage regulations. Submissions should be well-organized and must include the following:

**A. Transmittal Letter:**

- A brief statement of the firm or individual's understanding of the required services, a commitment to perform the work, and an explanation of why the firm or individual is qualified to perform the duties of an SEO.

**B. Qualifications and Experience:**

1. A brief history of the firm or individual, including the number of years performing SEO duties.
2. Current certification from the Pennsylvania Department of Environmental Protection (PA DEP) as a Sewage Enforcement Officer.
3. Relevant experience in sewage planning, on-lot system inspections, and Act 537 compliance.
4. A list of municipalities served as an SEO and references from at least three (3) municipalities, including contact names and phone numbers.

**C. Fee Schedule:**

- Provide a detailed schedule of fees, including rates for on-lot system inspections, percolation tests, plan reviews, and other related services.

**D. Insurance:**

- Provide details of liability insurance coverage.

**E. Submission Instructions:**

- Six (6) copies of the proposal must be submitted by **5:00 PM on November 30, 2024:**

**Hamilton Township, Adams County**

**Attn: Board of Supervisors**

**272 Mummerts Church Road**

**Abbottstown, PA 17301**

---

**BASIS FOR SELECTION:**

Proposals will be evaluated based on the following criteria:

**A. Qualifications:**

- Experience and certification as required by Pennsylvania's Sewage Facilities Act.

**B. Performance Record:**

- A record of satisfactory performance for other municipalities.

**C. Responsiveness:**

- The firm or individual's ability to meet the Township's needs in a timely manner.

**D. Conflicts of Interest:**

- Absence of conflicts of interest.

**E. Cost:**

- Reasonableness of the proposed fee schedule.
- 

**SCOPE OF SERVICES:**

The SEO will be responsible for providing the following services:

**A. Basic SEO Services:**

1. Administer and enforce the Pennsylvania Sewage Facilities Act (Act 537) within Hamilton Township.
2. Conduct on-lot sewage system site investigations, percolation testing, and soil evaluations.
3. Review and approve sewage permit applications for compliance with local and state regulations.
4. Investigate complaints related to malfunctioning or illegal sewage systems.
5. Provide written reports to the Township, documenting findings and actions.
6. Attend Township meetings as requested by the Board of Supervisors to discuss sewage enforcement matters.
7. Respond to inquiries from the public regarding on-lot sewage disposal systems and regulations.

**B. Additional Services (Upon Request):**

1. Assist with the development and implementation of sewage management programs.
  2. Participate in Township sewage planning efforts and Act 537 plan updates.
  3. Provide recommendations to the Board of Supervisors on sewage-related issues.
- 

**RESPONSIBILITIES OF THE TOWNSHIP:**

1. Provide the SEO with access to Township maps, plans, and existing sewage data as necessary.
  2. Assist with public notices, correspondence, and other administrative support related to sewage enforcement.
- 

**TERM OF AGREEMENT:**

The agreement will be for one year, with an option to renew on an annual basis. Either party may terminate the agreement with thirty (30) days written notice.

---

**COMPENSATION:**

1. **Basic SEO Services:** Compensation will be based on the agreed-upon fee schedule submitted with the proposal.
  2. **Additional Services:** Compensation for additional services requested by the Township will be negotiated based on the nature of the assignment.
- 

**SUBMISSION DEADLINE:**

All proposals must be received by **5:00 PM on November 30, 2024.**

For more information, please contact the Township Secretary at **717-259-7237** or via email at **secretary@twphamilton.com.**