

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

REQUEST FOR MUNICIPAL ENGINEERING SERVICES FOR FISCAL YEAR 2025

The Hamilton Township, Adams County Board of Supervisors invites engineering firms to submit applications for appointment to the position of **Municipal Consulting Engineer** for the fiscal year 2025.

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 for municipal engineering services 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 number and general experience level of professional engineers.
2. **Municipal Experience:** Outline the firm's experience as a Municipal Consulting Engineer, if applicable.
3. **Capabilities:** Describe the firm's expertise and provide specific examples in the following areas, as applicable:
 - Municipal zoning, subdivision, and land development
 - Roadway design and pavement maintenance
 - Stormwater management
 - Field survey services
 - Construction and contract administration
 - Sewer system operation
 - On-lot sewage system oversight
 - Drinking water system and water filtration support
 - General environmental regulatory compliance
4. **Relevant Projects:** List municipal projects within a 100-mile radius of Adams County that the firm has participated in during the past five years. Indicate the firm's role in each project (e.g., design, bidding, administration, construction management, etc.).
5. **Insurance:** Provide details on the firm's insurance coverage.
6. **Legal Matters:** Describe any lawsuits filed against the firm in the last five years.
7. **Key Personnel:** Identify the following individuals:
 - The main contact person for the Township
 - The individual(s) who would represent the firm at Township Supervisors meetings as needed
 - The person responsible for ensuring the firm's performance on behalf of the Township
8. **Fee Structure:** Provide a schedule of hourly billing rates for all engineering services and miscellaneous fees for 2025, specifically identifying the rates for each person mentioned in item 7.
9. **References:** Provide the names and telephone numbers of five (5) professional references.

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 **3:00 PM on December 31, 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 **3:00 PM on December 31, 2024.**