



LOWER GWYNEDD TOWNSHIP MONTGOMERY COUNTY, PENNSYLVANIA

REQUEST FOR PROPOSALS FOR MUNICIPAL ENGINEERING SERVICES

I. General Information

Lower Gwynedd Township (“the Township”) invites firms to submit proposals for municipal engineering services. The Township is seeking proposals from qualified, registered civil engineering firms for a wide range of engineering and consulting services including, but not limited to, the technical review of subdivision and/or land development plans and other development applications for compliance with Township ordinances, regulations, and accepted engineering standards, as well as escrow administration and construction inspection; design and planning of projects for road projects, park and trail improvements, storm drainage, culverts, and sewer infrastructure; and assistance with bidding and construction management, preparation of grant applications, project administration, and master planning initiatives. In addition, the Township Engineer will assist with the preparation and administration of the Township’s MS4 program, annual road paving program, zoning and other permit reviews, and individual property-related engineering matters as needed. The Township intends to select the firm most qualified and best meeting the interests of the Township.

As described in more detail below, the proposal should include evidence of the Firm’s experience with Pennsylvania townships of similar size and complexity, preferably located in Montgomery County. Submit proposals, with a cover letter signed by a principal of the firm, to John Farrell, jfarrell@lowergwynedd.org.

The submittal deadline is Monday, November 24th, 2025, at 4:00 PM.

II. Project Information

[Lower Gwynedd Township](#) is governed by an elected five-member Board of Supervisors and has a population of 12,000 residents. The Township’s 9.4 square miles in south central Montgomery County, Pennsylvania includes the areas of Gwynedd Valley, Penllyn, and Spring House. With proximity to the City of Philadelphia, excellent train and highway access, premier employers, top-rated schools and a beautiful locale, Lower Gwynedd is highly desired as a place to live and work.

Approximately 57.7% of the Township’s land area is dedicated to residential use; 12.5% is commercial use; 2% is retail use; and 20.5% is classified as either public or private open space, or agricultural land.

Since 2023, the volume of applications to Lower Gwynedd’s Planning Commission (for subdivision, land development, and conditional use applications) and Zoning Hearing Board has been relatively consistent:

Year	Planning Commission Applications	Zoning Hearing Board Applications
2025 (through 10/20)	9	25
2024	7	27
2023	7	24

III. Qualifications

Firms must be currently licensed and in good standing with the Commonwealth of Pennsylvania to perform municipal civil engineering services. The Proposer must have a minimum of seven (7) years of experience providing engineering services to municipalities of comparable size and scope. Demonstrated experience in conducting engineering studies and formulating professional recommendations on a broad range of municipal issues—including, but not limited to, those described in the Scope of Work—is required.

Firms shall identify one (1) staff member who is a Professional Engineer (P.E.) licensed to practice in the Commonwealth of Pennsylvania, to serve as the primary point of contact for all engineering services rendered to the Township. The firm shall also assign a second P.E. licensed to practice in the Commonwealth of Pennsylvania, who will serve as the secondary point of contact.

The primary point of contact (or secondary in their absence) shall be expected to attend municipal meetings as requested. They will be asked to regularly attend meetings of the Board of Supervisors, Planning Commission, and Zoning Hearing Board. They may be asked to attend meetings with other boards and commissions based on specific projects. The full schedule of board and commission meetings is available at www.lowergwynedd.org.

The firm’s representative will be expected to respond to resident concerns and issues, which will involve attending meetings with property owners, business owners,

developers, and municipal staff. These may occur as individual meetings or as larger community meetings.

IV. Scope of Work

The selected firm may be expected to provide the following services to the Township. Proposals should include descriptions of the firm's qualifications and examples of their experience in each of these areas.

Subdivision and Land Development Review Services

Provide technical review of all aspects of development plans, including site, subdivision and/or land development, improvement plans, stormwater management plans, erosion and sediment control plans, landscape architecture plans, and construction plans, to ensure compliance with Township codes and ordinances. Provide opinions of probable costs related to proposed projects to be developed within the Township for required financial security and provide escrow administration throughout the length of an approved project. Provide construction inspection services throughout the land development process to ensure sites are built in accordance with approved plans. In addition, provide general inspection services related to the construction of new homes, swimming pools, grading, and other individual property-related engineering matters. Attend Planning Commission and Board of Supervisors meetings as needed when plans are on the agenda.

Grading Permits

Review applications for grading permits for projects throughout the Township. Ensure compliance with applicable laws and regulations. Provide feedback and status of applications to Township staff and applicants.

Site Inspection

Provide routine inspections for both public and private projects, confirming adherence to engineering plans and industry practices. Support the verification and release of escrowed funds based on progress and compliance.

Municipal Project Design and Management Services

Design a wide range of public projects, including transportation infrastructure, park and trail improvements, stormwater management systems, utility infrastructure, and strategic/master plans. Ensure projects are cost-effective, functional, and environmentally sound. Assist the Township with bidding and awarding construction contracts. Assist the Public Works Director with the annual road paving program including bid preparation and administration as well as construction oversight.

Municipal Construction Administration and Observation

Manage construction projects to ensure compliance with design plans and specifications. Conduct pre-construction meetings, approve shop drawings, process payment requests, and prepare reports through project close-out.

Environmental Services & Regulatory Agency Interactions

Provide expertise in regulatory compliance and permitting processes established by the Pennsylvania Department of Transportation, Pennsylvania Department of Conservation and Natural Resources, Pennsylvania Department of Environmental Protection, Pennsylvania Emergency Management Agency, U.S. Army Corps of Engineers, Federal Emergency Management Agency, Federal Highway Administration, the U.S. Environmental Protection Agency, and other regulatory agencies with jurisdiction over the Township. Coordinate applications with state and federal agencies to ensure compliance and secure approvals for Township projects.

MS4 Program Services

Support the Township's compliance with Pennsylvania's Municipal Separate Storm Sewer System (MS4) Program through stormwater mapping, permitting, and reporting. Design and manage green infrastructure plans and projects to improve water quality and reduce runoff. Provide guidance regarding interpretation and enforcement of Township floodplain regulations.

Wastewater Collection

Design and oversee the construction, inspection, and maintenance of the wastewater system, including pump stations, force mains, and gravity systems. Manage projects to ensure regulatory compliance and long-term system functionality. Prepare Chapter 94 reports and other required regulatory submissions.

Surveying, Easements, and Related Services

Offer surveying services including boundary and topographic surveys, construction stakeouts, and preparation of easement documents. Assist in acquiring and documenting easements for public and private projects, and assist with individual property-related engineering matters.

Zoning

Assist as needed with zoning-related matters in conjunction with the Township Zoning Officer and attend all Zoning Hearing Board meetings as a representative of the Township.

CAD and GIS Capabilities

Provide computer aided drafting and geographical information system services upon request. Support mapping and data management needs for infrastructure, planning, and asset management.

Grant/Bid Assistance

Assist in identifying, preparing, and managing grant applications and bidding processes for municipal infrastructure projects. Support efforts to secure external funding for municipal projects including roads, utilities, parks, and stormwater initiatives.

Budget Assistance

Assist with the preparation of the Township's annual capital budget and five-year plan. This may include the preparation of opinions of probable cost, strategic plans, knowledge of grant programs, projections of future construction costs, and other tasks to help inform the budgeting process.

Sustainability Initiatives

Advise on sustainable infrastructure and green initiatives. Assist with project design, permitting, grant acquisition, and collaboration with agencies to support environmentally responsible development.

Reporting and Invoicing

Provide detailed monthly activity reports for review by elected officials, staff, and members of the public. Provide detailed monthly invoices matching individual charges to work tasks from the monthly reports, as well as tasks for projects not included in the reports. Invoices related to escrow projects must include details of the services rendered for each requested payment.

Other Services

Describe other services provided by your firm that have proven to be useful to municipal clients.

V. Insurance

The selected firm shall procure and maintain, in full force and effect, covering the performance of the services described in this RFP, insurance in the types and minimum amounts specified below. In addition to the insurance coverage and limits listed herein, the selected candidate shall obtain any other insurance coverage as may be required by law or as necessary to fully protect the Township's interests.

- Statutory Workers' Compensation as required by state law and Employer's Liability in the amount of \$1,000,000 each accident / \$1,000,000 each disease / \$1,000,000 policy limit;
- Commercial General Liability (also referred to as civil or public liability insurance outside of the US) including, Product and Completed Operations Liability and contractual liability covering Bodily/Personal Injury and Property Damage, written on an occurrence basis, in the following amount: \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$1,000,000 product completed operations;
- Business Automobile Liability covering all vehicles (owned, non-owned, hired, etc.) used in connection with the Services, covering Bodily Injury and Property Damage in the amount of \$1,000,000 combined single limit per accident; and
- Professional Liability Errors and Omissions covering the selected firm's Services, with coverage limits of Two Million Dollars per claim or per occurrence/Two Million Dollars in the aggregate (\$2,000,000/\$2,000,000).

Coverage for occurrences happening during the performance of services required under this RFP shall be maintained in full force and effect at all times under the applicable policies. Applicable policies shall also include "tail coverage" after the termination of the contract for all work performed on behalf of the Township during the contract.

All insurance provided for in this section shall be obtained under valid and enforceable policies issued by qualified insurers which are licensed to do business in the Commonwealth of Pennsylvania. The Township requires that Certificates of Insurance evidencing the existence of such insurance be submitted to the Township at least ten (10) calendar days before work is begun and, if requested by the Township, annually during the term of representation. If the term of the selected firm's insurance coverage coincides with the calendar year, a Certificate from the expiring policy will be accepted, but a certificate evidencing renewed coverage of a new policy must be presented to the Township no later than ten (10) days after the effective date of the new policy.

The Township reserves the right to review categories and levels of insurance coverage held by the selected firm in an ongoing program of risk management. The selected firm will be notified of coverage requirements as determined by such review and the respondent agrees to secure any such requested coverage.

VI. Proposal Submissions

1. Proposals shall include:

- a. **Letter of Interest:** Submit a one-page cover letter signed by a principal with the firm expressing the Firm's interest in the project, as well as a statement regarding the Firm's ability to dedicate the time, personnel, and resources to support the specified services.
- b. **Project Manager & Project Team:** Provide information about the specific relevant experience and qualifications of the principal and secondary contacts for the project, both of whom should be Professional Engineers licensed to practice in the Commonwealth of Pennsylvania. The information should include a description of their relevant professional experience, years and type of experience, and number of years with the proposer.

The proposer shall also identify any other professional(s) that may be assigned to evaluate, design, or plan projects or conduct studies, etc. on behalf of the Township. Describe their qualifications/licenses in subspecialties such as construction, landscaping, etc.

The following information about the firm must also be included:

- i. Disclose any actual or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township, and how those conflicts would be resolved;
- ii. Provide a list of all lawsuits and/or professional disciplinary action against your firm or key personnel within the last five years. Include name, date, and description of the lawsuit or action. If an outcome was reached, please provide a description and any associated monetary values;
- iii. Describe any ongoing investigations and/or litigation matters involving the firm, its partners, shareholders, principals, officers, and any individuals employed by the firm, which relate to the performance of the firm for the scope of services above;
- iv. Provide proof of adequate insurance as outlined in section V; and

- v. Include any other information deemed relevant by the firm.
 - c. **Work Plan and Approach:** Describe the Firm's understanding of the proposed project and scope of services, including:
 - i. the Firm's approach or methodology for providing municipal engineering and consulting services; and
 - ii. any information that the Firm would expect the Township to supply or be responsible for.
 - d. **Project Cost:** The Proposer shall provide a fee structure and/or proposed hourly rate as well as any other costs that will be charged to the Township. The Fee Proposal shall include the following:
 - i. The firm's pricing schedule for providing services. The schedule shall identify rates for all applicable personnel (i.e., professionals, technicians, and support staff).
 - ii. Identify rates for various types of services as they would apply to the requirements of the Township, such as rates for meetings, inspections, research time, and/or design services. If the firm does not differentiate between types of services, the proposal must clearly identify its services and rates.
 - iii. Identify the minimum period of time billed for services (i.e., telephone calls, conference calls, correspondence, etc.).
 - iv. Provide the Township with an out-of-pocket expense rate schedule, identifying the type of service and reimbursement rates for expenses such as travel, printing, postage, and related administrative costs.
 - e. **Relevant Experience:** Explain how the qualifications of the firm meet the needs of the Township, including summaries of similar municipal engineering services provided within the preceding five (5) years.

For each example, describe the service performed by the firm, the roles of employees who would be assigned to the Township, the approximate dollar amount of the contract, the date of performance, and contact information for references.
2. **Submission deadline:** Email proposals to John Farrell, Project Manager, at jfarrell@lowergwynedd.org by 4:00 PM on Monday, November 24th, 2025.

VII. Questions

The Township will accept questions about the RFP until **Friday, November 14th at 5:00 PM**. Questions may be sent to the Project Manager, John Farrell, by email at jfarrell@lowergwynedd.org. Responses from the Township will be posted on www.lowergwynedd.org.

VIII. Next Steps

The Township will evaluate the submitted proposals, and, at the Township's discretion, may conduct interviews with some or all of the submitting firms.

Evaluation criteria will include:

1. Capability to perform the required services and qualifications of key personnel.
2. Extent of the proposed team's municipal experience and past performance in similar municipalities.
3. Approach and methodology for delivering municipal engineering services.
4. Ability to be responsive to the Township's needs.
5. Ability to provide the required services in a timely manner.
6. Proposed fee for professional services.
7. Other criteria as deemed appropriate by the Lower Gwynedd Township Board of Supervisors and staff.

The Township's intention is to appoint a firm to serve as Township Engineer at the Lower Gwynedd Township Board of Supervisors' organization meeting on January 5, 2026.