

**TOWAMENCIN TOWNSHIP**

**REQUEST FOR PROPOSALS/QUALIFICATIONS (RFP/Q):**

**MUNICIPAL ENGINEER**

**PROPOSAL INFORMATION**

Submittal Deadline:

February 6, 2026

RFP/Q

David G. Kraynik  
Township Manager  
Towamencin Township  
1090 Troxel Road  
Lansdale, PA 19446

Any inquiry concerning this RFP/Q should be directed in writing to:

David G. Kraynik  
[dkraynik@towamencin.org](mailto:dkraynik@towamencin.org)



**TOWAMENCIN TOWNSHIP  
REQUEST FOR PROPOSALS/QUALIFICATIONS (RFP/Q)  
FOR ENGINEERING SERVICES**

**1. PURPOSE AND INTENT**

Through this RFP/Q, Towamencin Township seeks to engage a respondent as Township Engineer upon appointment.

**2. PROPOSAL SUBMISSION**

The respondent must submit an original hardcopy proposal, clearly marked as the “ORIGINAL”, six (6) full, complete and exact copies, and an electronic copy of the proposal in a sealed envelope marked as “Township Engineer – DO NOT OPEN” and addressed to:

David G. Kraynik, Township Manager  
Towamencin Township  
1090 Troxel Road  
Landale, PA 19446

The proposals must be received no later than February 6, 2026, by 4:30 p.m.

Under the Pennsylvania Right-to-Know (the “Law”), 65 P.S., §67.101, eq. seq., as amended, and other applicable laws, a record in the possession of the Municipality is presumed to be a public record subject to disclosure to any legal resident of the United States upon request, unless protected by a statutory exception. All documents/information submitted in response to this solicitation will be available to the general public.

The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. Towamencin Township also reserves the right to negotiate with all qualified respondents, or to cancel in part or in its entirety the RFP/Q when Towamencin Township determines that such action is in its best interest.

The Township further reserves the right to make such investigation as it deems necessary as to the qualifications of any and all respondents submitting proposals.

**3. GENERAL INFORMATION**

Towamencin Township is located in Montgomery County, Pennsylvania and operates under the authority provided to it by the Second-Class Township Code, with a five (5) member Board of Supervisors and an appointed Manager. The Township is approximately 10 square miles, has a population of over 18,000 residents and an annual General Fund budget of \$11.6 Million. The

Board of Supervisors meets the second and fourth Wednesdays of each month and holds special meetings on an as needed basis.

#### **4. CREDENTIALING AND INSURANCE REQUIRED**

The selected firm must consist of certified engineering professionals with degrees from accredited institutions that are registered and licensed to perform general engineering services in the Commonwealth of Pennsylvania; the selected firm must also carry adequate insurance coverage, as per Exhibit B.

#### **5. PERFORMANCE STANDARD**

- A. All work performed or managed must be of the highest quality and shall be performed in a timely manner.
- B. All services shall be performed in the most cost-effective manner in achieving the objectives of the Township.

#### **6. LENGTH OF TERM:**

Term shall be "at will" and may be terminated at any time, for any reason, upon a vote of the majority of the Board of Supervisors.

#### **7. UNDUE INFLUENCE:**

The successful candidate agrees not to hire any Township Personnel who may exercise or has exercised discretion in the awarding, administration or continuance of this agreement for up to and including one (1) year following the termination of the employee from Township service. Failure to abide by this provision shall constitute a breach of this agreement.

#### **8. MANDATORY CONTENTS OF PROPOSAL:**

In addition to demonstrating an ability to perform all services described in Exhibit A, the firm must also include and address the following:

##### **1. Rates and Executive Summary**

- a) A two-year rate proposal for 2026 and 2027. The proposal should include a Rate Schedule for principal engineer and construction inspectors, detailing Personnel Classifications, rates per hour, direct expenses such as travel, copies, etc., and any other costs that may be applicable.
- b) An executive summary of not more than two (2) pages, identifying and substantiating why the respondent is best qualified to provide the requested services.

##### **2. Contact Information**

On a single cover sheet in your proposal, please provide:

- a) The name of firm, owner, address, and telephone number.
- b) The address and telephone number of firm's most local office to Towamencin Township, if not the same as the firm's Headquarters.
- c) The name and contact information for the firm's primary contact.
- d) E-mail address for firm principals or individuals working with the Township.

### **3. Personnel Qualifications**

- a) Identify who will serve in the positions of Appointed Township Engineer, construction inspectors, and other support staff.
- b) Provide a resume and summary of their experience for the individual/s who will serve in the position/s.
- c) Provide the same for professionals (if any) in the firm who may assist with provision of services.

### **4. Capability**

- a) Provide information about selected professional and firm's ability to perform on short notice and in a timely manner. If the appointed professional is not available, are there other means of responding to requests?
- b) Describe the selected professional and firm's approach to communicating with the Township regarding progress reports, status reports, recommendations, status of opinions, records retention, ownership of records, transmittal of records to the Township, etc.
- c) Describe the selected professional and firm's approach to continuing education and understanding of current stormwater management regulations.
- d) Describe your firm's recent work with grant applications and management.

### **5. Project Management**

Provide a plan for service delivery and an explanation of how tasks and projects are managed within the firm to ensure timely response and completion.

### **6. Client List and References**

Provide a list of all current and past municipal clients and description of Firm's experience both within Montgomery County and the Commonwealth of Pennsylvania, in performing services of the type described in the RFP/Q, as well as the duration of the same, specifically, identifying client size and specific examples of work within the scope of services required under this RFP/Q in similarly sized municipalities. If the Firm has previously worked with the Township, please add dates and capacity of the work.

Include at least three references from municipalities of similar size, including names, contact person, and phone numbers.

## **7. Conflicts of Interest**

Identify any existing or potential conflicts of interest and disclose any representation of any party or other relationship that might be considered a conflict of interest regarding this engagement or the Township. Identify what percentage, if any, of the firm's practice provides services to local developers and businesses. Provide a list of all Pennsylvania developers served by the firm.

## **8. Legal**

Describe any lawsuits filed against the firm during the past five (5) years.

## **9. INTERVIEW**

The Township Manager and/or the Board of Supervisors reserve the right to interview any or all of the respondents submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. Towamencin Township reserves the right to request clarifying information subsequent to submission of the proposal.

## **10. SELECTION PROCESS**

All proposals will be reviewed by the Township Manager and/or Board of Supervisors to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For respondents that satisfy the Minimum Qualifications and the Mandatory Contents of Proposal the Township's evaluation will include but will not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- a. The respondent's general approach to providing the services required under this RFP/Q.
- b. The respondent's municipal experience and to the engagement addressed by this RFP/Q.
- c. The qualifications and experience of the respondent's management, supervisory or other key personnel assigned to the engagement, with emphasis on municipal experience and to the services required by this RFP/Q.
- d. The overall ability of the respondent to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the respondent to perform the services required by this RFP/Q; the availability and commitment to the engagement of the respondent's management, supervisory and other staff proposed.

- e. Costs and fee schedules.
- f. Other criteria as deemed appropriate by the Towamencin Township Board of Supervisors.

## **11. SELECTION**

Towamencin Township will select the respondent deemed most advantageous to the Township with all factors included in this RFP/Q. Towamencin Township shall not be required to appoint the lowest cost respondent.

## **12. FILES**

At the termination of the employment of the engineer, he/she shall promptly return to the Township all files complete with all documents, memos, correspondence and all other material contained therein including but not limited to electronic data, at no cost to Township.

## **13. EXCEPTIONS**

Any exceptions to terms, conditions, or other requirements in any part of this RFP/Q must be clearly pointed out in the candidate's proposal. Otherwise, the Township will consider that all items offered are in strict compliance with this RFP/Q, and the successful proposer will be responsible for compliance.

## **14. QUESTIONS / CLARIFICATIONS:**

Any official questions and/or clarifications shall be directed, in writing, to the person noted below by February 2, 2026. Questions raised after this cut-off will remain unanswered.

David G. Kraynik  
Township Manager  
Towamencin Township  
dkraynik@towamencin.org

Questions will be answered in writing (via email).

## **Exhibit A**

### **SCOPE OF SERVICES**

Towamencin Township seeks a municipal consulting engineering firm that is experienced and equipped to provide the following services:

- Advise the Board and Manager or his/her designee on all matters pertaining to engineering.
- Prepare plans, specifications and bidding schedules for construction, maintenance and repair of highways and other construction projects. Run pre-construction meetings related to Township Projects and Land Development.
- Serve as project engineer on Township construction and maintenance projects and oversee surveys.
- Develop and recommend both short-range and long-range capital improvement programs, including appropriate budget proposals.
- Attendance at all Board of Supervisors meetings (generally the second and fourth Wednesday of each month).
- Attendance at Planning Commission meetings (First Monday of every month)
- Attendance at the Public Works Committee meetings (Third Thursday morning of every month)
- Attendance at project-based meetings as required by the Township Manager or his designee
- SALDO and zoning ordinance review and development
- Permit review
- Site inspections
- Grant writing and grant administration services
- Stormwater Management design and planning
- Stormwater ordinance review and development
- MS4 Compliance, including MS4 permitting, management of all six (6) Minimum Control Measures (MCMs), annual inspections and inspection reports, annual MS4 reporting, etc.)
- Other general environmental regulatory compliance

## **Exhibit B**

### **Insurance**

The selected firm shall procure and maintain, and in force and effect, covering the performance of the services described in this RFP/Q, 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 of 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/Q 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.