



**REQUEST FOR PROPOSALS
FOR PROFESSIONAL ENGINEERING SERVICES**

Submission deadline: 4:00 p.m. Friday, November 6th, 2026

**Borough of Alburdis
LEHIGH COUNTY, PENNSYLVANIA**

Contact:

Borough of Alburdis
260 Franklin Street
PO Box 435
Alburdis, PA 18011
Stephen Nemeth, Borough Manager
Phone No.: (610) 966-4777
E-mail: snemeth@alburdis.org

Borough of Alburtis

Request for Proposal Township Engineer

Introduction

Through this Request for Proposal (“RFP”), the Borough of Alburtis (the “Borough”) seeks proposals from qualified engineering firms to provide professional engineering services as the Borough Engineer for the calendar years 2027, 2028, and 2029, commencing January 1, 2027 (the “Term”). The contract will be awarded through a fair and open process in accordance with applicable Pennsylvania law and Borough procedures.

The Borough of Alburtis is located in Lehigh County, Pennsylvania, and operates under the Pennsylvania Borough Code form of government. The Borough is governed by an elected seven (7) member Borough Council and an elected Mayor, with each serving four-year terms.

The Borough encompasses approximately 1.3 square miles and serves a residential population of approximately 2,572 residents. Borough infrastructure includes Borough-owned roads, Water authority, sewer department, stormwater management and drainage infrastructure, sidewalks, traffic control devices, public facilities, parks and recreational areas, and other municipal infrastructure.

Scope of Work

The Borough Engineer shall be responsible for advising the Borough Council and its committees, the Planning Commission, and the Borough Manager on all engineering matters arising in the conduct of Borough business; provided, however, the Borough reserves the right to appoint a special project engineer to represent its interests in specific matters. The Borough Engineer will be required to attend monthly Borough Planning Commission meetings (as needed). Attendance at Council meetings and various committee meetings may also be required. Information on the Borough’s various meeting schedules can be found at www.alburtis.org. The Borough Engineer will also be required to meet monthly with Borough staff. The Borough Engineer shall also be available to attend any other meetings during normal business hours as necessary.

Qualifications and Minimum Requirements

The Borough seeks proposals from qualified engineering firms to provide comprehensive municipal engineering services. The selected Applicant must demonstrate the experience, qualifications, and capabilities outlined below.

1. General Requirements

- The Borough Engineer shall be a registered Professional Engineer in the Commonwealth of Pennsylvania and shall serve at the pleasure of the Borough Council.
- The Engineer shall perform duties as directed by the Board, including the planning and design for construction, maintenance, and repair of Borough infrastructure.
- The Engineer shall prepare plans, specifications, and cost estimates, and provide reports, recommendations, and technical guidance on Borough engineering matters.
- The Engineer shall certify the start and completion of municipal improvements, with such certifications becoming part of the Borough's permanent records.
- The selected firm shall provide all work products including reports, studies, analyses, plans, drawings, specifications, correspondence, and supporting materials in both printed and electronic formats.

The Applicant must demonstrate a high level of expertise in all of the following areas:

2. General Qualifications and Experience

- Be a multi-disciplined engineering firm with a primary focus on municipal engineering.
- Have a minimum of seven (7) years of experience serving as a municipal engineer for a Pennsylvania municipality.
- Demonstrate extensive knowledge of the operations of local government, particularly Boroughs.
- Provide evidence of at least seven (7) years of consulting engineering services to municipalities of similar size and complexity.
- Maintain a staff that includes a minimum of two (2) licensed Professional Engineers experienced in municipal engineering.
- Possess the organizational capacity to deliver the full range of civil engineering services required by the Borough.
- Be licensed to perform engineering services in the Commonwealth of Pennsylvania.

3. Key Qualifications and Technical Expertise

- Preparation of engineering plans, designs, specifications, and cost estimates for capital improvements.
- Providing technical advice and recommendations to the Board of Supervisors and Borough staff.
- Knowledge of Pennsylvania Municipal Land Use regulations, zoning, and land development processes.
- Experience with grant applications, administration, and compliance for engineering-related projects.

- Expertise in stormwater management, including ordinance compliance, facility inspections, and MS4 program support.
- Management of right-of-way and road opening permits, including restoration requirements.
- Ability to attend and actively participate in public meetings, including Board of Supervisors, Planning Commission, and other official meetings, as required.
- Ability to provide technical support to the Borough Staff regarding stormwater and flooding issues.

4. Scope of Services

a. Plan and Permit Review Services

- Review subdivision, land development, and construction plans for compliance with Borough ordinances and regulations.
- Provide technical review of site plans, grading, stormwater management, landscaping, and related improvements.
- Respond to inquiries regarding plan submissions.
- Coordinate subcontracted reviews, if specialized services are required.
- Support Borough staff in Act 167 stormwater permitting requirements
- Provide technical review of stormwater management plans and permits for compliance with the Borough's Act 167 Stormwater Ordinances.

b. Construction Inspection Services

- Perform construction inspections to ensure compliance with approved plans and specifications.
- Coordinate with Borough staff on escrow accounts, financial security, and release recommendations.

c. Municipal Project Design Services

- Design public infrastructure projects including roadways, parks, and stormwater systems.
- Provide structural engineering support for municipal facilities.

d. Construction Administration and Observation

- Conduct pre-construction meetings.
- Review and approve shop drawings.
- Prepare inspection reports and documentation.
- Process contractor payment applications.
- Manage project close-out.

e. Environmental and Regulatory Compliance

- Coordinate permitting and approvals with applicable regulatory agencies.
- Ensure compliance with all environmental regulations.

f. Grant and Bid Assistance

- Assist with or prepare grant applications and complete administration of grants related to engineering projects and project designs.
- Develop bid specifications and assist with the public bidding process.

- g. Surveying and Easement Services
 - Perform boundary and topographic surveys.
 - Provide construction stake-out services.
 - Prepare easement plats and legal descriptions.
 - Assist with easement acquisition.
- h. CAD and GIS Services
 - Provide CAD and GIS services as needed.
- i. MS4 Program Support
 - Assist with MS4 reporting, mapping, and compliance.
 - Support Borough staff in MS4 permitting and renewal requirements.
 - Review and inspect existing stormwater facilities as needed.
- j. Traffic Engineering Services
 - Conduct traffic impact reviews and studies.
 - Evaluate roadway capacity and safety.
 - Professional Traffic Operations Engineer certification is preferred.
- k. Alternate Sewage Enforcement Officer (SEO) Services
 - Must possess current certification as a Sewage Enforcement Officer issued by the Pennsylvania Department of Environmental Protection, or demonstrate the ability to lawfully perform SEO duties under state regulations
 - Demonstrated knowledge and experience with on-lot sewage disposal systems, including testing, design review, permitting, and inspection
 - Thorough understanding of the Pennsylvania Sewage Facilities Act (Act 537) and applicable rules and regulations (including Chapters 71 and 73)
 - Minimum of [5] years of relevant experience providing sewage enforcement or related engineering services for municipalities
 - Provide services within a reasonable and agreed-upon timeframe, including availability for urgent or emergency situation

Proposal Elements

The following are required elements to be submitted with the Proposal:

1. Contact Information: Provide the name and address of the firm; the name, telephone number, and e-mail address of the individual responsible for the preparation of the proposal, and the principal professional (the "Principal Professional") assigned to the Township.
2. Fee Proposal for the 2027, 2028, and 2029 Years. The Applicant shall provide a fee structure and/or proposed hourly rate as well as any other costs that will be charged to the Borough (the "Fee Proposal"). A proposal showing minimum and maximum ranges is not acceptable. The Fee Proposal **shall be in a separate sealed envelope, signed or initialed**, and include the following:

- a. The firm's pricing schedule for providing services. The rate schedule shall identify rates for all applicable personnel (i.e. professionals, technicians, and support staff).
 - b. Identify rates for various types of services as they would apply to the requirements of the Borough. For example: Rates for meetings, inspections, research time and/or design services. If the Applicant does not differentiate between types of services, the Proposal must clearly identify its services and rates.
 - c. Identify the minimum period of time billed for services (i.e. telephone calls, conference calls, correspondence, etc.).
 - d. Identify rates for travel time and associated travel costs.
 - e. Provide the Borough with detailed monthly activity reports and detailed invoices matching work tasks to charges.
 - f. Provide the Borough with an out-of-pocket expense rate schedule identifying the type of service and reimbursement rates for expenses such as mileage, copying of documents, postage, faxes, and word processing charges.
 - g. Provide sample invoices for Borough projects/general engineering and land development projects with escrows.
3. An Executive Summary of not more than two (2) pages, identifying and substantiating why the Applicant is best qualified to provide the requested services.
 4. A staffing plan listing those persons who will be assigned to the engagement if the Applicant is selected, including the designation of the person who would be the Applicant's principal professional responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for all individuals who will be assigned. The information should include, at a minimum, a description of the Principal Professional's relevant professional experience, years and type of experience, and number of years with the Applicant. Applicant will need to show they have adequate staffing to provide the needed services to the Borough.
 5. A description of the Applicant's experience in performing services of the type described in this RFP. Specifically identify client size and provide specific examples of work within the scope of services required under this RFP **in similarly sized municipalities. It is imperative to show experience in similarly sized municipalities and second-class townships.**

6. The address of Applicant's office, which must be within a forty (40) mile radius of the Borough of Alburtis, at which the firm proposes to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has with Lehigh County. The consultant should address how they will provide effective service and how they address travel costs and travel time issues.
7. References, including at least three (3) municipal clients, three (3) current clients for whom services have been provided for at least three (3) years, and two (2) former clients for whom services have been provided within the past seven (7) years. Provide the contact names, titles, and phone numbers.
8. The selected firm must show proof of and maintain insurance coverage in accordance with the following requirements, as well as a signed indemnification clause (Attachment A-1):
 - a. Worker's Compensation Insurance to protect your employees for the Statutory Requirements of the State(s) involved including coverage under any applicable Federal laws.
 - b. Employer's Liability - \$1,000,000 Bodily Injury each accident
 \$1,000,000 Bodily Injury by disease – policy limit
 \$1,000,000 Bodily Injury by disease – each employee
 - c. Commercial General Liability – Occurrence Form including Independent Contractors, Products, Completed Operations, Explosion, Collapse, and Underground Hazards, Broad Form Contractual Liability, Personal Injury, Broad Form Property Damage including Completed Operations:

General Aggregate	\$2,000,000
Products and completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Property Damage	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$ 50,000
Medical Expenses (Any one person)	\$ 5,000
 - d. Comprehensive Automobile Liability – covering all owned, hired and non-owned vehicles:

Bodily Injury and Property Damage Combined Single Limit	\$1,000,000 each
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 - e. Umbrella Liability –
 \$2,000,000 each occurrence
 \$2,000,000 aggregate
 - f. Professional Liability –
 \$1,000,000 per claim
 \$2,000,000 aggregate

- g. The Borough along with their respective officers, agents, and employees, shall be named as additional insureds for Ongoing Operations and Products/Completed Operations on the firm's Commercial General Liability Policy, which must be primary and noncontributory with respect to the additional insureds. The Primary noncontributory and waiver of subrogation applies to all policies, where allowed by law. This insurance shall remain in effect as set forth below, in the "Cancellation, Renewal and Modification" provision.
 - h. It is expressly understood by the awarded firm that it is the intent of the Borough and the awarded firm that any insurance obtained by the Borough is deemed excess, non-contributory and not co-primary in relation to the coverage(s) procured by the firm, or any of their respective consultants, officers, agents, subcontractors, employees or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable case law.
 - i. To the fullest extent permitted by applicable state law, a Waiver of Subrogation Clause shall be added to the General Liability, Automobile and Workers Compensation policies in favor of the Borough, and this clause shall apply to the Borough's officers, agents and employees, with respect to all Projects during the policy term.
 - j. Prior to commencement of services being provided, awarded firm shall submit a Certificate of Insurance in favor of the Borough and an Additional Insured Endorsement (in a form acceptable to the Borough) as required hereunder. The Certificate shall provide for thirty (30) days' notice to the Borough for cancellation or any change in coverage. Copies of insurance policies shall promptly be made available to the Borough upon request.
 - k. Prior to commencement of services being provided, awarded firm shall enter into an Agreement for Professional Services which shall provide, in part, that the awarded firm agrees to indemnify, defend and hold harmless the Borough, its officials, employees and consultants from and against any and all claims, damages, losses, and expenses, including but not limited to, fees and charges of attorneys, court and arbitration costs, arising out of or resulting from the work contemplated under this Agreement, or claims against the Borough arising from the work of others including any claims Engineered upon or related to the design, inspection, and/or construction of any project, unless the claims, damages, losses, or expenses result from the proven sole negligence of the Borough. This indemnification shall not be limited in amount or type of damages, compensation or benefits payable under workers' compensation acts, disability benefits acts, or other employee benefit acts. **See Attachment A-1.**
9. With regard to any and all claims against any additional insured by any employee of the awarded firm, anyone directly or indirectly employed by the awarded firm or anyone for whose acts the awarded firm may be liable, the indemnification obligation shall not be limited by any limitation on the amount or type of damages,

compensation or benefits payable by or for the awarded firm under workers' compensation acts, disability benefit acts or other employee benefit acts.

10. If the firm or any Principal Professional therein has been engaged as a defendant in any litigation involving a sum of \$100,000 or more and/or has been subject to any professional disciplinary action over the last three (3) years, the Applicant must provide a description of the litigation and/or disciplinary action.
11. A description of any ongoing investigation and/or litigation matters involving the Applicant, its directors, officers and principals and any individuals employed by the Applicant that relate to the performance of the engineer in the proposed field of expertise.
12. Identify any existing 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 Borough.

Evaluation Process & Key Dates

Only Proposals that adhere to all requirements contained in this RFP will be considered in the evaluation process. Qualifying Proposals will be evaluated by the Borough Manager and Personnel Committee. Fees will not be the primary factor in the evaluation. The proposal calendar is as follows:

Distribution of RFP	October 1, 2026
Last day to submit questions	October 30, 2026
Deadline for Proposal submissions	November 6, 2026 at 4:00 p.m.
Award of RFP	December 9, 2026
Engineer Appointment	January 4, 2027

The Borough'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:

1. The Applicant's general approach to providing the services required under this RFP.
2. The Applicant's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
3. The qualifications and experience of the Applicant's management, supervisory or other key personnel assigned to the Borough, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.

4. The overall ability of the Applicant to mobilize, undertake and successfully complete the scope of work in a timely fashion. Criteria will include, but not be limited to, the following: the number and qualifications of management, supervisory and other staff proposed by the Applicant to perform the services required by this RFP; the availability and commitment to the Borough of the Applicant's management, supervisory and other staff.

Interview and Selection Process

The Borough Council reserve the right to interview any or all of the Applicants submitting a Proposal. Although interviews may take place, the Proposal should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information subsequent to submission of the Proposal.

The interviews for potential firms will take place with Borough Council and the Borough Manager at one of the designated dates listed above and a time agreed upon by all parties.

The Board of Supervisors reserves the right to reject any and all Proposals and to waive any immaterial irregularities.

It is anticipated that the RFP shall be awarded by the Board at their regular meeting on December 9th, 2026, and the firm be appointed as Township Engineer at the Board's Organization Meeting on January 1, 2027. All Proposals shall remain valid until the service is awarded. Release of any Proposal information shall be conducted in accordance with the Pennsylvania Right to Know Act.

Proposal Submission

All inquiries for information should be directed to:

Stephen Nemeth, Borough Manager
snemeth@alburtis.org
610-966-4777
Monday – Friday, 8:30 a.m. to 4:00 p.m.

An original, clearly marked as the "ORIGINAL", and five (5) full, complete and exact color copies of each proposal and an electronic copy shall be submitted in a **sealed envelope/package and must be marked with "RFP #2026 – Borough Engineer" and addressed to:**

Borough of Alburtis

Attn: Stephen Nemeth, Borough Manager
260 Franklin Street
P.O. Box 435
Alburtis, PA 18011

Sealed proposals will be received until 4:00 p.m. on November 6th, 2026.

Terms and Conditions

There is no express or implied obligation for the Borough to reimburse Applicants for any expenses incurred in preparing Proposals in response to this request. The Borough reserves the right to reject any and all Proposals, with or without cause, and waive any irregularities or informalities in the Proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and Applicants submitting Proposals.

It is the responsibility of each Applicant to examine carefully the requirements before submitting their Proposal.

Any questions related to this RFP should be directed to Stephen Nemeth, Borough Manager, at snemeth@alburtis.org or 610-966-4777. Contact with personnel of the Borough other than the Borough Manager regarding this RFP may be grounds for elimination from the selection process.

Professional Services Agreement

The selected Applicant shall submit to the Borough for review and approval, prior to appointment, a proposed Professional Services Agreement setting forth the material terms of the engagement along with a waiver of copyright. The Agreement shall include indemnification as outlined in this RFP. The Borough reserves the right to terminate the Agreement at any time within its sole discretion.

ATTACHMENT A-1

HOLD HARMLESS INDEMNIFICATION AGREEMENT

Engineer shall comply with the requirements of all applicable laws, rules, and regulations in connection with the services of an Engineer and shall exonerate, indemnify and hold harmless Borough of Alburdis, its officers, agents, and all employees from any and all liability, loss or damage arising out of noncompliance with such laws, rules and regulations, without limitation. To the fullest extent permitted by law, the Engineer shall defend, indemnify and hold harmless the Alburdis, its agents, officers, officials, and all employees from and against all claims, damages, losses, and expenses (including, but not limited to, attorney's fees, court costs, and the costs of appellate proceedings), relating to, arising out of, or alleged to have resulted from the negligent acts, errors, mistakes or omissions in the work, services or professional services of Engineer, its agents, employees, or any other person for whose negligent acts, errors, mistakes or omissions in the work, services, or professional services of the Engineer may be legally liable in the performance of this contract. Engineer's duty to defend, hold harmless and indemnify the Borough, its agents, officers, officials, and all employees shall rise in connection with any claim for damage, loss, or expenses that is attributable to bodily injury, sickness, disease, or injury to, impairment, or destruction of any person or property, including loss of use resulting therefrom, caused by any negligent acts, willful torts, errors, mistakes or omissions in the work, services or professional services in the performance of this contract by Engineer or any employee of the Engineer, or any other person for whose negligent acts, willful torts, errors, mistakes, omissions, work, or services the Engineer may be legally liable. Further, Engineer shall indemnify and hold harmless the Borough, its agents, officers, officials, and all employees from any claims for infringement of any copyright or patents arising out of the use of any plans, design, drawings, or specifications furnished by Engineer in the performance of this contract. The amount and type of insurance coverage requirement set forth herein will no way be construed as limiting the scope of the indemnity in this paragraph.

By signing below, Applicant hereby acknowledges and agrees to the aforementioned Indemnification.

Print Name

Date

Signature

In order to be considered, Applicant must include one (1) signed copy of this agreement with the proposal.