



## REQUEST FOR PROPOSAL (RFP)

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### REQUEST FOR MUNICIPAL CONSULTING ENGINEERING SERVICES FOR FISCAL YEAR 2026

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The Township of Robeson, **Berks** County, Board of Supervisors is inviting applications from engineering firms interested in appointment to the position of ***Municipal Consulting Engineer*** for fiscal year 2026.

All proposals for municipal engineering services should be well organized, brief and must address the following specific criteria:

1. Provide a summary description of the firm (e.g., history, number and location of offices, number and general experience level of professional engineers, etc.)
2. Describe the firm's current or previous experience as Municipal Consulting Engineer, if any.
3. Describe the firm's capabilities, and provide specific examples of each, as applicable, in the following areas:
  - a. municipal zoning, subdivision and land development, roadway design and pavement maintenance, storm water management, field survey services, construction and contract administration, sewer system operation, on lot sewage system oversight, drinking water system and water filtration support, and other general environmental regulatory compliance.
4. List municipal projects the firm has participated in during the past five years within a 100-mile radius of Berks County and indicate the firm's role in each project (e.g., design, bidding, administration, construction administration, etc.)
5. Provide information on the firm's insurance coverage.
6. Describe any lawsuits filed against the firm during the past five years.
7. Indicate the persons who would:
  - a. be the main contact person;
  - b. represent the firm at Township Board of Supervisors meetings, as necessary;
  - c. serve as the person accountable for the firm's work on behalf of the Township
8. Provide a schedule of hourly billing rates for all engineering services and miscellaneous fees for 2025 specifically identifying the rates for each individual identified in item 7 above.
9. Provide the names and telephone numbers of five (5) professional references.

All Proposals should be submitted with intent that appointment will be made in January 2026 and taking effect immediately.

### **SELECTION PROCESS**

Following a review of all submitted proposals, firms may be required to make a formal presentation to Township Officials before a final determination is made.

The award of the contract will be to the Consultant that provides the best proposal based upon technical merit, experience, cost and other factors. Robeson Township may engage in discussions with one or more of the Consultants during the selection process to clarify or amend various aspects contained in the submitted technical and cost proposals.

The Township reserves the right to reject any and all proposals or portions thereof submitted, to cancel the solicitation requested under this notice, and/or to request new proposals for the services. Robeson Township is not liable for any costs incurred by consultants in the preparation of the proposal.

The firm appointed by the Board of Supervisors will not be permitted to represent any private entities in the Township, unless plans are currently in the process of being prepared. A list of projects or contracts in which the firm is currently involved with in Robeson Township shall be submitted with the proposal.

If selected as the Municipal Consulting Engineer for Robeson Township, the consultant shall furnish an appropriate certificate evidencing insurance coverage which must be maintained throughout the initial term of the appointment and any amendment or renewal thereto. The Certificate shall name Robeson Township as an additional insured.

### **PROPOSAL SUBMISSION**

Bidder / Proposal Documents can be obtained at no cost on PennBid at <https://pennbid.bonfirehub.com/>.

**Bids must be submitted electronically via PennBid prior to 8:00am December 22, 2025.**

Questions regarding this project shall be submitted electronically via the “Ask a Question” feature in PennBid no later than **December 16, 2025 at 8:00am**. Responses to questions which require an addendum or changes to the Bidding Documents will be issued via a Public Notice and posted on PennBid. Bidders who have registered with and downloaded documents for this project from PennBid will be notified by email when a change or addenda has been posted.

Instructions for the PennBid system can be found at <https://pennbid.net/vendor-training-documents/>.

For assistance contact PennBid at [info@PennBid.net](mailto:info@PennBid.net) or by phone at 610-693-4769 option 1.