

WRIGHTSTOWN TOWNSHIP

Bucks County, Pennsylvania

REQUEST FOR PROPOSALS

Professional Sewer Engineering Services

Matthews Ridge Wastewater Treatment System

Jane Chapman East (Chapman Corners) Wastewater Treatment System

Issued: September 14, 2026

Proposals Due: October 16, 2026 2:00 P.M.

Stacy E. Crandell

Township Manager, Secretary, and Open Records Officer

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I. Introduction and Purpose

Wrightstown Township (the "Township"), a Township of the Second Class located in Bucks County, Pennsylvania, is soliciting proposals from qualified professional engineering firms to serve as Sewer Engineer for the Township-owned Matthews Ridge and Jane Chapman East (Chapman Corners) wastewater treatment systems.

The Township seeks a firm to serve as its independent engineering advisor on all matters relating to these two systems, including regulatory compliance and permitting, treatment plant performance, collection system condition, capital and rate planning, and work in conjunction with the Township's contract operator.

This is a solicitation for professional services. It is not a competitive bid, and the Township intends to select on the basis of qualifications, relevant experience, availability, and cost, with cost as one factor among several rather than the sole determinant.

II. Background

A. The Township

Wrightstown Township covers 10.16 square miles in central Bucks County and serves a population of approximately 3,283 residents. The Township is governed by a three-member Board of Supervisors and operates with a small administrative staff that contracts for professional services.

The Township owns and is financially responsible for two small wastewater treatment systems serving a combined total of 62 accounts. Each system is accounted for in dedicated operating and capital funds and is supported by quarterly user charges rather than general tax revenue.

B. System Profiles

Attribute	Matthews Ridge	Jane Chapman East (Chapman Corners)
Accounts served	16	46
Current quarterly rate	\$1,400	\$815
Operating fund	Fund 08	Fund 09
2026 operating budget	\$122,000 expenditures on \$97,250 revenue	\$146,200 expenditures on \$153,710 revenue
Capital fund	Fund 38	Fund 39
2026 capital budget	\$113,400	\$10,100
Projected capital reserve	\$383,530	\$382,243
NPDES permit status	Permit is effective until January 31, 2029.	Renewal application submitted June 2026
Near-term capital project	Filter retrofit, targeted for Late Fall 2026	Blower replacement budgeted

C. Current Service Arrangement

Treatment plant and collection system operations at both facilities are performed under contract by EEMA O & M Group, Inc. as the Township's third-party contract operator.

D. Known Conditions and Current Issues

The following conditions are disclosed so that respondents may scope their proposals accurately. This information is provided in good faith based on Township records and staff knowledge. It is not a representation or warranty of system condition, and respondents are responsible for their own due diligence.

- Operator transition: the Township's contract operator changed effective September 1, 2026. ARRO Water Services operated both facilities through August 31, 2026; EEMA is the operator from September 1, 2026 forward.
- Chapman Corners: recently installed filters are not adequately handling flows, resulting in elevated residuals hauling volume and operating costs running above budget.
- Matthews Ridge: filter retrofit replacement is targeted for late Fall 2026. This was done through co-stars purchasing.
- Collection systems: infiltration and inflow monitoring has been initiated but not completed, and remains to be performed under sustained wet-weather conditions.
- Both operating funds are projecting net operating losses for 2026. Both capital funds carry substantial reserves.
- The Township has adopted a sewer lateral ordinance (Ordinance 343) to help alleviate any I & I issues that may be hindering the operations of the plants.
- Matthews Ridge serves only 16 accounts and Chapman Corners has 46 accounts, which makes per-account cost sensitivity unusually high and makes cost-effective, right-sized engineering judgment essential.
- The plants are entering a critical time where the infrastructure will need replacement and a capital improvement plan is important to plan for the schedule of replacements along with going for grant funding to help alleviate the cost to the residents.

III. Scope of Services

Services are divided into General Retained Services, which are ongoing throughout the term, and Project-Specific Services, which are authorized individually by the Board of Supervisors.

A. General Retained Services

1. Regulatory Compliance and Permitting

- Administer NPDES permits for both facilities, including renewals, amendments, transfers, and any required permit modifications.
- Review monthly Discharge Monitoring Reports (DMRs) and support Township certification and submission through the Township's contracted sewer operator.

- Prepare and submit the annual Chapter 94 Municipal Wasteload Management Report for both systems by the applicable annual deadline.
- Assist the Township with Township's Act 537 Sewage Facilities Plan, including any required revisions, special studies, or planning module coordination.
- Serve as the Township's primary technical point of contact with the Pennsylvania Department of Environmental Protection Southeast Regional Office and the Bucks County Conservation District.
- Respond to notices of violation, prepare corrective action plans, and represent the Township in compliance conferences and enforcement discussions.
- Advise the Township of changes in state or federal regulation affecting small flow treatment facilities, including anticipated permit limit changes.

2. Capital Planning and Financial Support

- Maintain and annually update the Township's Five-Year Sewer Capital Improvement Plan for both systems, including condition assessment, project prioritization, and cost estimates in conjunction with the Township's contracted sewer operator.
- Provide capital and operating engineering cost projections to the Township Manager no later than September 15 of each year, in a form usable for the following year's budget preparation.
- Support sewer rate review and cost-of-service analysis for both systems, including written recommendations on the adequacy of quarterly user charges relative to operating and capital obligations.
- Identify, evaluate, and support applications for grant and low-interest loan funding, including PENNVEST, DCED, county programs, and any applicable state or federal small-system funding.

3. Routine Technical Assistance

- Attend Board of Supervisors meetings, work sessions, and Planning Commission meetings as requested by the Township Manager.
- Review sewage facilities planning modules and land development submissions for sewer capacity, connection feasibility, and system impact.
- Provide technical support for administration and enforcement of Ordinance 343 and other Township sewer ordinances if requested.
- Respond to Township Manager inquiries on routine technical matters.

B. Project-Specific Services

The following projects are anticipated. Each will be authorized individually by the Board of Supervisors under a separate written scope and fee. Inclusion here is not a commitment to authorize any project.

- **Matthews Ridge Filter Retrofit.** Construction targeted for late Fall 2026.
- **Chapman Corners Filter and Flow Performance Evaluation.** Root-cause evaluation of why the installed filters is not adequately handling flows, with written findings, corrective alternatives, an opinion of probable construction cost for each alternative, and an assessment of the effect on residuals hauling cost in conjunction with the Township's sewer operator. In addition, after the installation of the Matthew Ridge Filters monitor the effectiveness of the new filters to see if

this is a viable option for the Chapman Corners Retrofit or if something else should be considered.

- **Jane Chapman East Blower Replacement.** Specification, procurement support, and installation oversight.
- **Collection System Infiltration and Inflow Investigation.** Wet-weather flow monitoring, smoke and/or dye testing, closed-circuit television inspection as warranted, and a prioritized remediation recommendation with cost estimates for both systems. The Township has a membership with PA Rural Water Association which provides some of these services.
- **Additional Projects.** Such other design, study, permitting, or construction administration services as the Township may authorize.

IV. Term of Engagement

The Township anticipates an initial term of 1 year commencing [January 1, 2027], extensions provided at annually at the reorganization meeting every year exercisable at the sole discretion of the Board of Supervisors. All obligations are subject to annual appropriation by the Board of Supervisors. The Township reserves the right to commence the engagement earlier than the date stated above if the selection process concludes sooner, and respondents should state the earliest date they could begin work.

V. Proposal Requirements

Proposals should be organized in the order below and should not exceed [25] pages exclusive of resumes and required forms. Concise, responsive proposals are preferred.

A. Cover Letter. Signed by an individual authorized to bind the firm, identifying the name, address, telephone number, and email address of the primary contact for this engagement.

B. Firm Profile. Organization, ownership structure, size, office locations, and identification of the specific office that would serve the Township.

C. Qualifications and Relevant Experience. Demonstrated experience with small flow and package wastewater treatment facilities, Pennsylvania municipal clients, and PA DEP permitting. Describe at least three (3) comparable engagements, including system size, services provided, and outcomes.

D. Key Personnel. Identify the project manager and all personnel who would be assigned to the Township, with resumes and current Pennsylvania Professional Engineer license numbers.

E. Proposed Approach. Describe how the firm would approach the first ninety (90) days of the engagement, including transition from the current sewer engineer, review of existing permits, plans, and records.

F. References. At least three (3) Pennsylvania municipal clients with small treatment systems, including contact name, title, telephone, email, and description of services provided. The Township will contact references.

G. Insurance. Evidence of the ability to provide professional liability, commercial general liability, automobile liability, and workers' compensation coverage in amounts acceptable to the Township.

H. Fee Proposal. Submit as a separate, clearly labeled section. The fee proposal must include:

- Hourly rate schedule by personnel classification for the initial term, with any proposed annual escalation.
- Proposed structure and not-to-exceed amount for General Retained Services under Section III.A, stated as an annual retainer, an hourly not-to-exceed amount, or a hybrid.
- Reimbursable expense policy, including mileage, printing, laboratory work, subconsultants, and any markup applied.
- Fee approach for Project-Specific Services under Section III.B, including whether lump-sum, hourly not-to-exceed, or percentage-of-construction fees would be proposed.
- Any minimum charges, travel time policy, or meeting attendance charges.

VI. Evaluation Criteria

The following criteria will be applied when reviewing the proposals:

Criterion
Demonstrated experience with small flow and package wastewater treatment facilities
Qualifications, licensure, and availability of the specific personnel assigned
Regulatory and permitting track record with PA DEP, including client compliance history
Responsiveness, availability, proximity, and emergency coverage
Fee structure and overall projected cost to the Township
References and quality of prior municipal client relationships

The Township may, at its discretion, interview some or all respondents. The Township reserves the right to request clarification, to request revised fee proposals, to negotiate scope and fee with the highest-ranked respondent, and to award to other than the lowest-cost respondent.

VII. Schedule

Milestone	Date
RFP issued	9/15/2026
Questions due to Township Manager	10/9/2026, 2:00PM
Proposals due	10/16/2026 2:00 P.M.
Interviews, if held	Week of 10/26/2026
Anticipated Board of Supervisors award	11/16/2026
Contract commencement	January 1, 2027 (could start earlier)

The Township reserves the right to modify the interview and award schedule anytime.

VIII. Submission Instructions

Submit one (1) unbound original, three (3) copies, and one (1) electronic copy in PDF format to:

Stacy E. Crandell, Township Manager
Wrightstown Township
2203 Second Street Pike
Wrightstown, PA 18940
scrandell@wrightstownpa.org

Proposals must be received no later than the date and time stated in Section VII. Proposals received after that time will not be considered, regardless of the reason. The Township is not responsible for delays in mail or delivery service. Sealed envelopes should be clearly marked "RFP - Sewer Engineering Services."

All questions regarding this RFP must be submitted in writing by email to the Township Manager by date and time stated in Section VII. All questions or inquiries with answers will be available on the Township website.

IX. General Terms and Conditions

- A.** The Township reserves the right to reject any or all proposals, to waive informalities and minor irregularities, to award in whole or in part, and to re-solicit if it determines that to be in the Township's best interest.
- B.** This RFP is a solicitation for professional services. It is not an offer, and it does not constitute a competitive bid.
- C.** The Township will not reimburse any cost incurred in preparing, submitting, presenting, or clarifying a proposal.
- D.** All materials submitted become the property of the Township and are subject to the Pennsylvania Right-to-Know Law, 65 P.S. 67.101 et seq. Respondents must specifically identify any material claimed to be confidential proprietary information or a trade secret and state the basis for the claim. A blanket designation of an entire proposal as confidential will not be honored.
- E.** The Township does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other basis protected by law, and expects the same of its consultants and their subconsultants.
- F.** The successful respondent shall comply with all applicable federal, state, and local laws, and shall maintain in effect all licenses and registrations required to perform the services.