



LOWER GWYNEDD TOWNSHIP MONTGOMERY COUNTY, PENNSYLVANIA

REQUEST FOR PROPOSALS FOR TRAFFIC ENGINEERING SERVICES

I. General Information

Lower Gwynedd Township (“the Township”) invites firms to submit proposals for traffic engineering services. The Township is seeking proposals from firms with qualified, registered traffic engineers for a wide range of engineering and consulting services including, but not limited to, the technical review of subdivision and/or land development transportation plans and other development applications for compliance with Township ordinances, regulations, and accepted transportation engineering standards; traffic operations planning and analysis; and assistance with design, permitting, bidding and construction management, preparation of grant applications, project administration, and transportation planning initiatives. In addition, the Township Engineer will assist with traffic impact fee studies to comply with Act 209 requirements, and individual property-related transportation 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 Friday, December 12th, 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. Lower Gwynedd owns approximately 47 miles of roadways. In addition to Township-owned roads, the Lower Gwynedd contains approximately 4.8 miles of Montgomery County-owned roads and 19.80 miles of Commonwealth-owned roads.

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 traffic 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 transportation 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) senior staff member to serve as the primary point of contact for all services rendered to the Township. The firm shall also assign a secondary point of contact with similar credentials.

The primary point of contact (or secondary in their absence) shall be expected to attend municipal meetings as requested, which may include, but are not limited to, meetings of the Board of Supervisors, Planning Commission, other boards and commissions, and meetings with property owners, municipal staff, and developers.

IV. Scope of Work

The selected firm will 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.

Traffic Services

- Traffic Operations Analysis, including traffic signal system analysis and optimization, traffic data collection and analysis, traffic simulation modeling, pavement markings, signing, and maintenance of traffic plans.
- Transportation Planning, including feasibility studies, highway and intersection alternatives analysis, traffic circulation studies, traffic calming studies, comprehensive planning, capital improvement planning, and transportation master plan development.
- Traffic Impact Fee Studies in accordance with Act 209, including completion of the Roadway Sufficiency Analysis, identification of capital improvements, and road impact fee development and analysis. The engineer shall also evaluate existing studies for updates, implementation, and application to land developments.
- Technical review of subdivision and land development plans, construction plans, and related traffic impact studies.
- Multimodal Studies/Plans across the Township, including bike plans, pedestrian plans, public transportation plans, and feasibilities studies.
- School zone traffic analysis and Safe Routes to School studies.
- Parking Studies, including parking demand/needs studies, duration studies, shared parking analyses, and garage feasibility studies.

Transportation Engineering Design Services

Deliver comprehensive engineering design services to the Township in accordance with applicable PennDOT and FHWA criteria and guidelines. Services shall include, but not be limited to, the design of:

- Roadways, intersections, and bridges;
- Traffic signals and Intelligent Transportation Systems (ITS);
- Multimodal infrastructure such as shared-use paths, sidewalks, and ADA-compliant curb ramps; and
- Rail crossing and related safety improvements.

At a minimum, the firm shall be capable of:

- Supporting and/or delivering municipal road, intersection, and bridge projects;
- Managing the PennDOT and County Highway Occupancy Design process for state and county routes;
- Meeting PennDOT ECMS and ePS requirements for local governments, as well as the PennDOT Traffic Signal Permit process;
- Completing PennDOT Structural Adequacy Reviews for locally owned structures; and
- Adhering to the PennDOT Project Delivery Process for Local Projects (Publication 740) for both federally funded and state-funded projects.

Construction Inspection, Observation, Management and Contract Administration

Provide construction inspection, observation, and management services as directed by the Township for transportation-related projects. The firm shall be capable of:

- Providing certified construction inspectors to assess, document, and monitor daily operations, ensuring that the work is being completed in accordance with the project plans and specifications.
- Reviewing, approving, and processing payment applications. This includes documentation and measurement of pay items and quantities.
- Performing all project documentation in accordance with the project requirements.
- Performing construction contract management\administration. This includes direct coordination with the project contractor, as well as familiarity with the local letting process and project documentation in PennDOT ECMS and PPCC Programs for federally funded projects.

Surveying, Easements, CAD, and GIS Services

Perform or obtain boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition. The firm will also have Computer-Aided Drafting (CAD) and Geographic Information System (GIS) capabilities.

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, and the U.S. Environmental Protection Agency.

Funding Strategies and Grant Assistance

Assist in the preparation and completion of grant applications for projects selected by the Township, including traffic analysis, preparation of concept plans, preparation of cost estimates, coordination with grant review agencies\permit review agencies, and meetings as directed by the Township.

The firm shall be capable of assisting the Township in the administration of awarded grants and preparation of materials for reimbursement to the Township. The firm shall not be precluded from completing the necessary engineering, design, and inspection work associated with the projects receiving grant funding.

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.

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. 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 any relevant subspecialties.

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 traffic 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 transportation 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 Friday, December 12th, 2025.

VII. Questions

The Township will accept questions about the RFP until **Wednesday, December 3rd 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 Traffic Engineer at the Lower Gwynedd Township Board of Supervisors' organization meeting on January 5, 2026.