

**REQUEST FOR PROPOSALS
(RFP)
HYDROGEOLOGICAL
ENGINEERING SERVICES**



**Carroll Township
York County, Pennsylvania
555 Chestnut Grove Road
Dillsburg, PA 17019**

Proposal Submittal: Proposals must be submitted to Carroll Township, Attn: Brandon Slatt Township Manager, per the Submittal Instructions of this RFP.

**ALL PROPOSALS MUST BE RECEIVED BEFORE 3:00 PM ON
March 27, 2026. LATE PROPOSALS WILL NOT BE ACCEPTED.**

Any requests for clarification or other questions concerning this RFP must be submitted via email to bslatt@carrolltownship.com before 3:00 PM on Monday March 23, 2026. Responses will be provided via email.

Carroll Township reserves the right to reject any or all proposals, to waive any component in any proposal, and to select the proposal that best meets the Township's needs.

I. BACKGROUND

A request has been made by a resident of Carroll Township, York County, to the Carroll Township Board of Supervisors to investigate water intrusion into the basement of the resident's existing single-family dwelling located at 276 Meadowview Road, Dillsburg, PA 17019. The resident is concerned that changes in surface water runoff and changes to the movement of groundwater in the vicinity of the property are possible causes of the water intrusion. The Board of Supervisors is considering granting the resident's request for an investigation of the water intrusion and is seeking proposals for a hydrogeological study to determine the cost of an investigation.

II. PURPOSE AND INTENT

The purpose of this Request for Proposals ("RFP") is to solicit competitive proposals from qualified firms to provide a hydrogeological study of the property located in Carroll Township at 276 Meadowview Road.

III. SPECIAL CONSIDERATIONS

As the property to be studied is the private property of the owner, permission to enter upon the property for purposes of the study will need to be obtained by the Township for the successful Respondent. Additionally, NO RESPONDENT shall enter upon the property of the owner in preparation of a response to this RFP. If entry is absolutely necessary for preparation of an RFP, Respondent shall contact the Township using the contact information above and the Township shall arrange for entry by consent onto the owner's property and notify the respondent of same

via email. Entry onto the property without permission shall result in that Respondent's submission being deemed NON-RESPONSIVE.

IV. PROPOSAL SUBMISSION

Respondents desiring to respond to the RFP shall submit three (3) copies of their proposal, marked on the outside "Hydrogeologic Study Proposal". A breakdown of the cost to prepare the study shall be submitted with the proposal. **All submission materials shall also be provided via electronic format as well.** The proposals shall include the name of the respondent. To be considered, a proposal must be submitted no later than 3:00 PM on March 27, 2026, to the attention of the Township Manager.

If sent via USPS Mail, FedEx/UPS:

Brandon Slatt, Township Manager
Carroll Township
555 Chestnut Grove Road
Dillsburg, PA 17019

Responses sent by facsimile or email will not be accepted. It is the sole responsibility of each applicant to ensure that its proposal reaches the Township by the time and date specified. Once opened, all responses become the public record and will be available to the public for review.

The Township reserves the right to reject any or all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make investigations as it deems necessary to the qualifications of all applicants submitting proposals. The Township reserves the right to re-solicit proposals.

V. SCOPE OF SERVICES

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

- Conduct Interviews with:
 - Private landowner (Petroff)
 - Adjacent Property Owner
 - Adjacent property Developer
 - Township Representatives such as Township Engineer, Supervisor Bush and Township Manager/Zoning Officer
- Field Reconnaissance
 - Overall site visit to evaluate existing conditions on complainant property and adjacent properties.
 - Option - Dye Test of stormwater basin(s).
- Perform a secondary source desktop data search using sources including but not limited to

- the Pennsylvania Department of Conservation and Natural Resources, Bureau of Geological Survey,
- Pennsylvania Department of Environmental Resources.
- Pennsylvania Groundwater Information System
- NRCS
- National Wetland Inventory
- Stormwater Management Plan
- Septic system locations and design
- Once this data is collected, it will be compiled within a report to be presented to the Township BOS for review. The report will include:
 - Compilation of the data listed above
 - A conclusion and an opinion rendered of probable causes
 - Recommended next steps and estimated costs for any remediation.
- Attend a scheduled Township BOS meeting to discuss the findings.

VI. MINIMUM QUALIFICATIONS

Respondent must demonstrate the following:

- Experience in engineering inspections of hydrogeologic issues / projects.
- Applicants shall have significant experience in the areas of hydrology, soils, geology, stormwater management, and on-lot sewage disposal systems.
- Applicants shall provide general references for similar projects.
- Applicants shall be duly licensed in the State of Pennsylvania as a Professional Engineer(s) and certified to perform the professional services offered by the proposal.

VII. ORGANIZATION AND REQUIRED SUBMITTALS FOR THE PROPOSAL

A. Letter of Transmittal:

1. The letter shall include a statement indicating the firm's understanding of the project.
2. The letter shall include a statement of affirmation of the firm's qualifications for professionally and expertly conducting the work as understood.
3. The letter shall indicate the firm's contact person concerning the proposal and the telephone number where that person can be reached.

B. General Profile of the Firm

1. This brief profile shall indicate the firm's experience in providing geotechnical and hydrogeological engineering services.
2. The names of the partners, managers and other key staff who will be assigned to Carroll Township's engagement.
3. Resumes and indicate their experience in engineering. Describe the staffing level that would be assigned to Carroll Township.
4. Other information that the firm feels would be pertinent to their selection, limited to not more than two (2) pages.

C. Fees

1. Cost information to complete the entire scope, as described above, shall be provided

as part of the proposal.

D. References

1. Must provide at least three general references and contact information for the same.

VIII. CONSULTANT SELECTION

The Township will review the responses to the RFP and decide as to the most responsive, best suited, and most qualified to provide the services requested. A limited number of candidates may be selected for interviews with the Township's Board of Supervisors and Township Manager after which, the selection of the applicant (and Notice to Proceed) will be by the Board of Supervisors on or about April 13, 2026.

The selection criteria will include, but is not limited to:

- The responsiveness to the specific needs of the Township and an understanding of the services to be provided.
- Experience, expertise, and knowledge in providing services of a similar nature.
- Recognition of the special considerations needed to conduct the study on private property, including respect for the owner's privacy, respect for the owner's time and property.
- References
- Cost

IX. CONFLICT OF INTEREST

The Successful Consultant shall not have conflicts of interest within the Township and shall address and resolve any individual matters involving a conflict in advance of consultant selection. Such conflicts shall be disclosed as part of the proposal submission.