

LEHIGH TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA

REQUEST FOR PROPOSALS AND QUALIFICATIONS
FOR SEWAGE ENFORCEMENT SERVICES

Submission deadline: Thursday, February 19, 2026
3:00 p.m.

Contact: Alice Rehrig

Lehigh Township
1069 Municipal Road | Walnutport, Pa. 18088
Phone No.: (610) 767-6771, Ext. 111 | Fax No.: (610) 767-1452
Email: arehrig@lehightownship.com

REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR SEWAGE ENFORCMEENT SERVICES

I. General

A. Introduction and Background

Lehigh Township is soliciting proposals and qualifications from firms to provide sewage enforcement services to Lehigh Township.

Lehigh Township has a population of 10,776 (pursuant to the current census).

B. Services to Lehigh Township

The Township is seeking an experienced firm or individual to provide all aspects of municipal sewage enforcement services as needed, including, but not limited to probe and perc testing, permitting, inspections, investigations, and planning module reviews.

Additional plan reviews, if requested, are expected to be completed and written letter provided the Friday before a Planning Commission meeting which is held on the 2nd Monday of each month. Attendance at these meetings is *not* required unless a specific request is made.

C. Term

The appointment for the sewage enforcement services shall begin April 1, 2026, through December 31, 2026, subject to renewal on a yearly basis by the Board of Supervisors. However, the Board has the right to dismiss the consultant at any time, and the consultant serves at.will, at the discretion of the Township.

II. PROPOSAL CONTENT

Proposals must include the following:

A. Cover Letter

All proposals must include a cover letter to the attention of Alice Rehrig, Township Manager, and signed by a person legally authorized to bind the applicant to its Proposal. The cover letter must include the firm name, the names of local partners/principals and the number of local personnel, address, and telephone and FAX numbers for the consultant and email address of the person(s) who are authorized to represent the proposer.

B. Personnel List and Qualifications

1. The names of the key staff persons, including their qualifications and experience, who will be assigned to perform services for Lehigh Township.

C. Availability

1. The sewage enforcement officer or other representative shall be available to pick up plans that require sewage enforcement officer review for Planning Commission or other submissions that may be made to the Township Offices.

D. References.

List of Pennsylvania local government jurisdictions where your firm presently serves as sewage enforcement officer.

E. Fees and Billing

1. The Township expects to pay for the services rendered on per task basis. It is understood that malfunction investigations and plan reviews will be billed on an hourly basis.
2. Lehigh Township establishes a fee schedule for residents and developers based upon the rates charged for sewage enforcement services plus a Township administrative fee. It will be the responsibility of the Sewage Enforcement Officer to notify the individuals of the fee and collect and/or verify the fees have been paid prior to performing the services.
3. Charges for reviewing plans for Planning Commission do not require the collection of fees. Invoices for these services will be paid from Developer escrow accounts.
4. Invoices shall clearly outline the charges for services, name, and location of work performed.

III. Proposal Submission

Five (5) copies of the proposal should be addressed to: Alice Rehrig, Township Manager, Lehigh Township, 1069 Municipal Road, Walnutport, Pa. 18088. One (1) copy of the proposal shall be submitted in electronic format as a PDF file. The proposals must be received no later than Thursday, February 19, 2026, 3:00 p.m. Envelopes should be marked **“Proposal for Sewage Enforcement Services”**

IV. Considerations for Evaluating Proposals. The Township will evaluate the proposals based on experience and cost for services. The cost of services shall be submitted on the attached form.

V. Conflict of Interest

The successful firm or individual shall not have conflicts of interest within the Township, and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the proposal submission.

VI. Insurance

The selected consultant will be required to maintain insurance coverage in general conformance with the following:

1. Worker's Compensation Insurance to protect your employees for the Statutory Requirements of the State(s) involved including coverage under any applicable Federal laws.
2. Insurance. The selected firm must maintain Professional, general, automobile and employee liability insurance in addition to workers' compensation insurance in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.

The above coverage must be maintained throughout the appointment and any amendment thereto. The policies should also name Lehigh Township, its elected officials and appointed officials and employees as an Additional Insureds for this service on a primary and noncontributory basis.

Such certificates must provide at least thirty (30) days written notice to Lehigh Township in the event of reduction or cancellation of any coverage.

VII. Care of Data

The selected firm shall take all steps necessary to safeguard any data, files, reports, or other information from loss, destruction or erasure. Any costs or expenses of replacing or damages resulting from the loss of such data shall be borne by the firm when such loss or damage occurred through its negligence. The selected firm shall retain all data, files, reports, drawings or other information. This information shall be returned to the Township in the event of termination of the contract with the firm.

VIII. Questions

Any questions or clarifications shall be directed to the person noted below:

Alice Rehrig, Township Manager
Email: arehrig@lehightownship.com
Phone: 610-767-6771, Ext. 111
Fax: 610-767-1452

Sewage Enforcement Service Costs

Cost

Permit Application Administration and Processing

System Design Review, Permit issuance

Additional Design Review, if required (each submission)

Permit Renewal / Reissuance (includes one site visit)

Soil Probe Analysis

Cost for initial soil probes (includes maximum two)

Cost for additional probes (each)

Percolation Testing--6 holes per test

Initial perc test--complete (SEO prepares and conducts test)

Additional perc tests on same property (price is per each 6-hole test or portion thereof and conducted by SEO simultaneously with initial perc test)

Perc Test--Observation Only (each) testing conducted by qualified professional

System Repair Permits (not including replacement or reconstruction of absorption area)

Design Review Inspection/Stakeout Inspection

Presconstruction Meeting, if required

Inspections, each

Verification of Prior Testing, if required

Well Isolation Distance Waiver Request, if required

Sewage Enforcement Hourly Rate for services not covered elsewhere

****Items such as sewage facilities planning modules and community systems will be on an escrow basis.**

Based on the above schedule, what is the complete cost for obtaining a permit for an elevated sand mound system including probes, perc testing, permitting and inspections. Please designate which items above have been included in the total.

If there are additional items or information for the Board to consider, please list below or attach an sheets at necessary.