



TOWNSHIP OF WARMINSTER

Office of the Township Manager

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REQUEST FOR PROPOSAL FOR MUNICIPAL TRAFFIC ENGINEER SERVICES FOR 2018

Warminster Township is seeking proposals for its professional traffic engineer services related to its general and land use matters for the Township. Warminster Township is a Second Class Township with a five member Board of Supervisors and a population of approximately 32,000 residents. General Municipal Engineer services is not included in the RFP, but covered under a separate RFP.

Warminster Township spent approximately \$33,000 on traffic engineer services in 2016 and is anticipated to spend approximately \$1,500 in 2017. Land development professional services account escrows totaled approximately \$11,000 in 2016. 2017 traffic engineer services were performed by the Township's general engineer and billed under one bill.

Selected firm will provide typical municipal traffic engineering services including, but not limited to, review of subdivision and land development traffic applications, Township traffic signal design and permitting, traffic impact studies as requested by the Township, completion of PennDOT permitting and reports, provide traffic control and calming analysis reports, and assist with grant applications as requested.

Attendance at Board of Supervisors meetings (first and third Thursday of every month) and Planning Commission meetings (second and fourth Tuesday of every month) will be required on an as needed basis.

Proposals should include the following:

1. General billing rate per hour, municipality billing rate per hour, and retainer rate, if applicable. Please include rates by position if applicable. If a retainer rate is included, please provide a description of what work falls under that charge.
2. Summary of Municipal Experience
3. References from existing clients
4. Information on proposed individuals who will be assigned to the account
5. Disclosure of any known or potential conflicts.

Proposals are due to the Township by **December 15, 2017**. Proposals can be mailed, emailed or dropped off at the Township Building.

Warminster Township
Attn: Township Manager
401 Gibson Avenue
Warminster, PA 18974

townshipmanager@warminsterpa.org