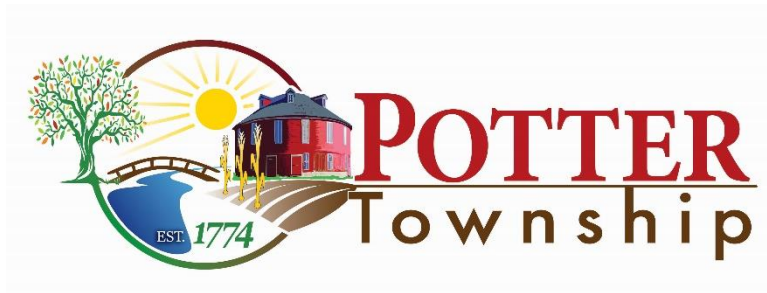


REQUEST FOR PROPOSALS (RFP)
SEWAGE ENFORCEMENT OFFICER (SEO) SERVICES



Potter Township
Centre County, Pennsylvania
124 Short Road
Spring Mills, PA 16875
814-364-9176
secretary@pottertownship.org

REQUEST FOR PROPOSALS (RFP)
SEWAGE ENFORCEMENT OFFICER (SEO) SERVICES

Potter Township, Centre County, is soliciting proposals from qualified individuals or firms to serve as the Township's **Sewage Enforcement Officer (SEO)**. The SEO will provide enforcement and administration of on-lot sewage disposal regulations, ensuring compliance with the Pennsylvania Sewage Facilities Act (Act 537).

SUBMISSION REQUIREMENTS: Proposals must demonstrate the applicant's qualifications, experience, and understanding of the SEO's role in enforcing Pennsylvania's sewage regulations.

Submissions should be well organized and must include the following:

A. Letter of Interest:

- A brief statement of the firm or individual's understanding of the required services, a commitment to perform the work, and an explanation of why the firm or individual is qualified to perform the duties of an SEO.

B. Qualifications and Experience:

1. A brief history of the firm or individual, including the number of years performing SEO duties.
2. Current certification from the Pennsylvania Department of Environmental Protection (PA DEP) as a Sewage Enforcement Officer.
3. Relevant experience in sewage planning, on-lot system inspections, and Act 537 compliance.
4. A list of municipalities served as an SEO and references from at least three (3) municipalities, including contact names and phone numbers.

C. Fee Schedule:

- Provide a detailed schedule of fees, including rates for on-lot system inspections, percolation tests, plan reviews, on-lot sewage management inspections, small flow treatment facility inspections, and other related services.

D. Insurance:

- Provide details of liability insurance coverage

E. Submission Deadline:

- **Proposal must be submitted by 2:00 PM on December 30, 2025.**
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SCOPE OF SERVICES:

The SEO will be responsible for providing the following services:

A. Basic SEO Services:

1. Administer and enforce the Pennsylvania Sewage Facilities Act (Act 537) within Potter Township.
2. Conduct on-lot sewage system site investigations, percolation testing, and soil evaluations.
3. Conduct on-lot sewage management inspection program and assist with administration and enforcement of the ordinance
3. Review and approve sewage permit applications for compliance with local and state regulations.
4. Investigate complaints related to malfunctioning or illegal sewage systems.
5. Provide written reports to the Township, documenting findings and actions.
6. Attend Township meetings as requested by the Board of Supervisors to discuss sewage enforcement matters.
7. Respond to inquiries from the public regarding on-lot sewage disposal systems and regulations.

B. Additional Services (Upon Request):

1. Participate in Township sewage planning efforts and Act 537 plan updates.
2. Provide recommendations to the Board of Supervisors on sewage-related issues.

RESPONSIBILITIES OF THE TOWNSHIP:

1. Provide the SEO with access to Township maps, plans, and existing sewage data as necessary.
2. Assist with public notices, correspondence, and other administrative support related to sewage enforcement.

TERM OF AGREEMENT:

The agreement will be for one year. Either party may terminate the agreement with thirty (30) days written notice.

COMPENSATION:

1. Basic SEO Services: Compensation will be based on the agreed-upon fee schedule submitted with the proposal.

SUBMISSION DEADLINE:

All proposals must be received by 2:00 PM on December 30, 2025. For more information, please contact the Township Secretary at 814-364-9176 or via email at secretary@pottertownship.org

Potter Township, Centre County
Attn: Board of Supervisors
124 Short Road
Spring Mills, PA 16875