



# WATER SYSTEM ANALYSIS

## Request for Proposals

### Abstract

The Township of Heidelberg in York County, PA is seeking proposals from qualified firms to conduct a water system analysis.

Judy Mustard, Township Manager  
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## **Introduction**

Heidelberg Township is a small, rural community located in southwestern York County with 3,031 residents in 1,118 households. As a rural community, the majority of the Township's households utilize on-lot drinking wells for their water supply.

The Township has recently taken ownership and the subsequent operation and maintenance responsibilities of a private water system, serving thirty (30) homes on West Longview Drive within the Township. The water system has been privately maintained for sixty (60) years, and its physical condition is unknown. Additionally, the system is known to have quantity issues during drought.

Township is seeking proposals from qualified firms to conduct a comprehensive analysis to identify existing conditions and capacity, identify future needs, determine if future rate increases are required, and investigate options for a new groundwater source.

This project has been federally funded via an award from the York County Community Development Block Grant (CDBG) Program. It is subject to nondiscrimination requirements and a "firm fixed fee" contract.

## **Scope of Work**

The selected firm will be responsible for the following tasks:

### Existing Conditions and Capacity

- **Physical Condition Assessment**  
Conduct inspections to evaluate the current state of infrastructure (pipes, pumps, storage tanks, etc.) and identify any immediate repair or maintenance needs.
- **Water Quality Analysis**  
Test for contaminants and ensure compliance with current health standards, including PFAS.
- **Capacity Evaluation**  
Assess current water supply capacity and usage patterns and analyze historical data to understand peak demand periods and drought impacts.

### Needs for the Future

- **Population Growth Projections**  
Estimate future population growth and its impact on water demand.

- **Infrastructure Upgrades**  
Identify necessary upgrades to meet future demand and improve reliability.
- **Water Conservation Measures**  
Implement strategies to reduce water usage and improve efficiency.

#### Future Rate Increases

- **Financial Analysis**  
Develop a budget for ongoing operation and maintenance costs and calculate the cost of necessary upgrades and improvements.
- **Rate Setting**  
Determine appropriate rate increases to cover costs while ensuring affordability for residents.
- **Stakeholder Engagement**  
Communicate with residents about rate changes and gather feedback.

#### Options for a New Groundwater Source

- **Hydrogeological Survey**  
Identify potential groundwater sources and assess the quantity and quality of groundwater available.
- **Well Drilling and Testing**  
Drill test wells to evaluate the viability of identified sources and perform pump tests to determine sustainable yield and water quality.
- **Regulatory Compliance**  
Ensure all new sources meet local, state, and federal regulations and obtain necessary permits for groundwater extraction.
- **Infrastructure Development**  
Provide cost estimating and construction feasibility analysis for planning and constructing the necessary infrastructure to connect new groundwater sources to the existing system.

#### **Proposal Submission Instructions**

Interested firms are invited to submit their proposals by August 22, 2025. Proposals should include the following information:

1. **Firm Experience:** Description of experience, qualifications, and capabilities of the firm and the personnel assigned to fulfill the Scope of Services, based on the scope of work.

2. **Approach and Methodology:** Detailed description of the approach and methodology.
3. **Scope of Work:** Description of services to be provided, broken into phases that correspond with the Scope of Work, both for convenience of review and progress determination.
4. **Cost Proposal:** A detailed fee schedule with a firm fixed fee, including incidentals (mileage, printing, etc.), and a payment schedule (RFPs).
5. **Timeline:** Proposed timeline for completing the project.
6. **References:** Contact information for at least three references from similar projects.

**Submission Deadline:** Proposals must be submitted by August 22, 2025, to:

Heidelberg Township  
Water Feasibility Study RFP  
C/O Judy Mustard, Township Manager  
[judymustard@heidelbergtwpmunicipal.com](mailto:judymustard@heidelbergtwpmunicipal.com)  
6424 York Road  
Spring Grove, PA 17362  
717-225-6606

**Evaluation Criteria** Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications:** Relevant experience and qualifications of the firm and project team.
2. **Approach and Methodology:** Quality and feasibility of the proposed approach and methodology.
3. **Cost Proposal:** Reasonableness and completeness of the cost proposal.
4. **References:** Feedback from references on similar projects.

**Contact Information** For any questions or further information, please contact:

Judy Mustard,  
Township Manager  
[judymustard@heidelbergtwpmunicipal.com](mailto:judymustard@heidelbergtwpmunicipal.com)  
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