

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

SUBJECT: Request for Approval by City Council of Contract Award or Contract Price Increase Pursuant to City Ordinance, Article 121.05 (a)

Project or Contract Reference: East Allen Township – Country Squire Estates Well No. 3 Permit

TO: City Council, all members, and Council Solicitor

FROM: Edward J. Boscola, PE, Director of Water and Sewer Resources

DATE: February 10, 2015

On behalf of the Administration, pursuant to City Ordinances, Article 121.05, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- Check Type of Contract or Change:

 The contract is for over \$50,000 and required to be bid under the Third Class City Code. We have advertised the above referenced project and received qualified bids. We recommend award of the contract to the bidder identified and for the reasons stated below.

 The recommendation is for a price increase of 10% or more for an existing contract over \$50,000 that was previously bid and awarded under the Third Class City Code.

 ✓ The contract is for the engagement of professional services. We have received and reviewed three (3) proposals for professional services in connection with the above referenced project. We recommend award of the contract to T & M Associates.

- Is the contract appropriation or price increase included in this year's budget? ✓ yes no

2015 Water Fund Operating Budget.

- Identify contract funding sources (general fund, grants, loans, etc.....):

Account #20014-42060 – East Allen Township – Other Expenses

- The name and address of the recommended Professional Service Provider are:

T & M Associates
74 West Broad Street
Suite 240
Bethlehem, PA 18018

- Term of contract or estimated completion date, subject to standard extensions:

The contract shall run from the date of the Notice to Proceed (NTP) to December 31, 2015

- Description of project or scope of services to be provided:

T & M Associates shall provide engineering services to investigate, test, analyze and prepare DEP permit application for well no. 3 at Country Square Estates. This is the only one of four wells currently viable and permitting will bring the system back into regulatory compliance.

- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:

\$29,750

- Number of renewal term options and duration of each renewal, if any:

None


- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

\$29,750

- Reasons for recommendation of Administration and Council approval of contract:

T & M Associates was the lowest responsible bidder of the three (3) proposals received from professional engineering firms. They have ample experience with ground water well permitting and coordination with DEP.

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

By: 
Department Head

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Purchasing Bureau
Controller
Attachment: proposed resolution

RESOLUTION NO. _____

Authorization for Contract or Amendment under Article 121.05(a)

BE IT RESOLVED by the Council of the City of Bethlehem that the Mayor and the Controller and/or such other City officials as deemed appropriate by the City Solicitor, are hereby authorized to execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the following named contractor, for the uses and purposes indicated in the supporting Recommendation of Award of Bid or Contract.

1. Name of Contractor: T & M Associates
2. Project or Contract Reference: East Allen Township – Country Squire Estates Well No. 3 Permit

Sponsored by _____

ADOPTED by Council this _____ day of _____, 20__.

President of Council

ATTEST:

City Clerk