CITY OF BETHLEHEM

INTER-DEPARTMENTAL CORRESPONDENCE

**SUBJECT:** Request to enter into a professional servics agreement

with the Wildlands conservancy

**TO:** J. William Reynolds, Council President

**FROM:** RALPH E. CARP, Director of Parks and Public Property

**DATE:** 1 JULY 2015

Mr. Reynolds,

Please find the attached proposed agreement with the Wildlands Conservancy and the proposed resolution for your review and approval. This contract is for preparation of an environmental study of the Monocacy Creek. This study will assess major detention facilities within the watershed, sediment within the watershed/creek, riparian buffers along the creek as well as trails and recreational facilities within the watershed. Fees for this contract will not exceed $45,000. Funding for this project is provided by grant money from the Pennsylvania Department of Environmental Protection and is allocated in the budget in the amount of $150,000 in account #69999-66173.

Please contact my office should you have any questions.

Thank you.



Copy to: File By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director, Parks and Public Property

Attached: Approval Request Form

Proposed Resolution

Contract

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: Monocacy Creek Watershed Environmental Study

**TO:** City Council, all members, and Council Solicitor

**FROM:** Ralph E. Carp, Department Head

**DATE:** 1 July 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.

\_\_X\_\_ The contract is for the engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services. We recommend award of the contract.

* Is the contract appropriation or price increase included in this year’s budget? \_X\_yes \_\_\_no
* Identify contract funding sources (general fund, grants, loans, etc…..):

Account #69999-66173

* The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:

Wildlands Conservancy

3701 Orchid Place

Emmaus, PA 18049

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

Estimated Completion is 9/30/2016

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

The Wildlands Conservancy will work with the LVPC to conduct an environmental study of the Monocacy Creek Watershed. A combination of field data collection and GIS data interpretation will assist in providing a better understanding of the Monocacy Creek watershed.

* 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:

The DEP Grant is for $150,000, therefore, there is no cost to the City.

* Number of renewal term options and duration of each renewal, if any: N/A
* Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised: N/A
* Reasons for recommendation of Administration and Council approval of contract:

The Wildlands Conservancy is well versed in conducting environmental studies of watersheds in the Lehigh Valley and preparing reports on the data they collect.

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

RESOLUTION NO. 2015-\_\_

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 an agreement with the Wildlands Conservancy for professional services for the Monocacy Creek Act 167 Update project.

Sponsored by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADOPTED by Council this \_\_ day of\_\_\_\_\_\_\_\_, 2015.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President of Council

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk