

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: 2016 Wild Creek & Penn Forest Dam Inspections & Penn Forest Dam Instrumentation Report

TO: City Council, all members, and Council Solicitor

FROM: Edward J. Boscola, Department Head

DATE: December 9, 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 one (1) proposal for professional services in connection with above referenced requirement for professional services. We recommend award of the contract to Cherry, Weber & Associates, PC.

- Is the contract appropriation or price increase included in this year's budget? X yes no
2016 Water Fund Operating Budget.

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

Account #20011-42047 – Collection & Treatment - Department Contracts

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

Cherry, Weber & Associates, PC

20 Gibson Place
Suite 100
Freehold, NJ 07728

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

The contract shall run from the Notice to Proceed until December 31, 2016 for performance and submission to the PA DEP of the 2016 annual dam inspection reports and until March 15, 2017 for the preparation and submission to the PA DEP of the 2016 annual dam instrumentation report.

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

To perform the 2016 annual dam inspections for the Penn Forest and Wild Creek Dams, to prepare the reports, to prepare the 2016 annual instrument report for the Penn Forest Dam and submit the results reports to the PA DEP.

- 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:

\$10,000.00 – Wild Creek & Penn Forest Dam annual inspections and reports.
\$20,000.00 – Penn Forest Dam annual instrument report.
\$30,000.00 - Total

- 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:

\$0.00

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

- Personnel from Cherry Weber & Associates, PC and their predecessor engineering firms have performed these services since 2005.
- Cherry Weber & Associates, PC has the only non-City functioning copy of the non-supported/discontinued software necessary to analyze the data provided by the City.
- Cherry Weber & Associates, PC has all the prior year instrumentation data which otherwise would need to be recreated and analyzed should we pursue a proposal from a new firm as well as increase our costs.
- Cherry Weber & Associates, PC has maintained their cost since 2010.

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 dated December 9, 2015:

1. Name of Contractor: Cherry, Weber & Associates, PC
2. Project or Contract Reference: 2016 Wild Creek & Penn Forest Dam Inspections & Penn Forest Dam Instrumentation Report

Sponsored by _____

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

President of Council

ATTEST:

City Clerk