

# CITY OF BETHLEHEM

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## DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

**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: Northampton/Lehigh Footbridge

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

**FROM:** Michael Alkhal, P.E., Director of Public Works / City Engineer)

**DATE:** December 16, 2016

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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 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?  yes  no

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

DCNR Keystone Recreation Park and Conservation Fund

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

Carroll Engineering Corporation  
949 Easton Road  
Warrington, PA 18976

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

Seven months from the issuance of the Notice to Proceed

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

Services to be provided include consulting engineering services for the replacement of the pedestrian bridge crossing the Monocacy Creek in Johnston Park, including design, permitting, preparation of all plans and specifications, and construction administration services.

- 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:

Consultant's proposed price: \$79,167.00

- 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 proposal submitted by Carroll Engineering Corporation was the second lowest cost proposal received of the four proposals submitted, ranging from \$66,900.00 to \$174,769.35. The proposal submitted with the lowest cost did not fully satisfy the conditions outlined in the Request for Proposals. Additional scope to complete the required work omitted by the lowest bidder is anticipated to increase the lowest bid to at least that of the bid provided by Carroll Engineering Corporation. Carroll Engineering Corporation is therefore found to be the lowest responsible bidder and is a qualified design firm with relevant experience on projects of a similar scope.

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.

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MA/me

Attachment

Copies To: Mayor  
Director of Administration  
Director of Budget and Finance  
Law Bureau  
Controller  
Purchasing Bureau  
Chief of Engineering  
File/xc ✓

By: Matthew Tom  
Title: Public Works Director/City Engineer  
for