

REVISED

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: Design – Bethlehem Dog Kennel
MS-17-W02

TO: City Council, all members, and Council Solicitor

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

DATE: March 24, 2017

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 four (4) proposals for professional services in connection with above referenced project. We recommend award of the contract.

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

Private Donation, Administration currently setting line item.

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

Private Donation

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

Portner & Hetke Architects
160 Main Street
Emmaus, PA 18049
Attn: Christifer Portner

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

The contract shall run from the Notice to Proceed until October 31, 2017.

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

Pennsylvania state law requires municipal and state police officers and state dog wardens to “seize and detain any dog which is found running at large, either upon the public streets or highways of the Commonwealth, or upon the property of a person other than the owner of the dog, and unaccompanied by the owner or keeper.”

Until a few years ago, most municipalities took their stray dogs to nearby private animal shelters at little or no cost, even though shelters were under no legal obligation to accept them. In 2012, the Center for Animal Health and Welfare, Northampton County’s animal shelter, became a no-kill facility and terminated contracts with local municipalities for stray dog services. The City of Bethlehem, along with other municipalities in Northampton County, has struggled with the handling of stray dogs ever since.

On average, 200 stray dogs are captured in Bethlehem each year. While the health bureau and police department have made a significant effort to develop an effective process to handle and care for stray dogs, the current system is stressed and inefficient. After multiple attempts to improve the current system, it appears that building a facility in Bethlehem to hold stray dogs is the best solution. A City-owned kennel would eliminate fees currently paid to shelters, decrease the time officers spend locating and traveling to shelters and bring the City into compliance as a licensed kennel.

The request is for engineering support services for the design of this facility.

- 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:

\$20,000

- 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:

\$20,000

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

Portner & Hetke Architects prepared a proposal with a well-defined scope, they have staff with experience in similar projects, are able to quickly mobilize to complete the work, and their cost is reasonable.

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.

MA/mob
attachment

cc:

Mayor
Director of Administration
Director of Budget and Finance
Director of Community & Economic Development
Law Bureau
Purchasing Bureau
Controller
Health Director
Police Chief
Public Works Business Manager
File/xc

By: 
Title: Director of Public Works/City Engineer