

# CITY OF BETHLEHEM

---

## 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: Facilities Assessment and Planning

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

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

**DATE:** March 28, 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 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.....):

Facilities Capital Improvement Plan – Non-Utility Capital Improvement

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

Entech Engineering, Inc.  
201 Penn Street  
PO Box 32  
Reading, PA 19603

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

Five 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 to conduct an evaluation of select facilities owned and maintained by the City of Bethlehem. For each facility, a thorough inspection will be conducted to assess the condition of all critical components, including architectural, structural, mechanical, electrical and plumbing systems. A report summarizing the finding of the inspections will be drafted, and will include corrective and preventative maintenance recommendations for each facility, complete with cost estimates and a recommended time frame for completion.

- 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: \$29,200.00

- 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 Entech Engineering, Inc. was the lowest cost proposal received of four proposals submitted, ranging from \$29,200.00 to \$136,500.00. Entech Engineering was found to be a responsible bidder, a qualified design firm with significant relevant experience on projects of a similar scope, and provided excellent references.

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  
Law Bureau  
Controller  
Purchasing Bureau  
Public Works Deputy Director  
Public Works Business Manager  
File/xc

By:   
Title: Public Works Director/City Engineer

**RESOLUTION NO. 2017-\_\_**

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 there to, with the following named contractor, for the uses and purposes indicated in the supporting Recommendation of Award of Bid or Contract dated March 28, 2017:

1. Name of Contractor: Entech Engineering, Inc.
2. Project or Contract Reference: Facilities Assessment and Planning

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

ADOPTED BY COUNCIL THIS DAY OF ,2017.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk