

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: Historic Officer – HARB

TO: City Council, all members, and Council Solicitor

FROM: Darlene Heller, Director of Planning and Zoning

DATE: December 8, 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.

 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.....):

General fund budget

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

George Donovan
Phillips & Donovan Architects LLC
210 W Broad Street
Bethlehem PA 18018

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

One year with options for two additional one year extensions

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

Provision of professional historic architectural review consulting services for the Historic and Architectural Review Board in the north side Historic Bethlehem district.

- 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:

\$15,300 for 2018 or \$1,275/month

- Number of renewal term options and duration of each renewal, if any:

Renewal options for 2 additional years

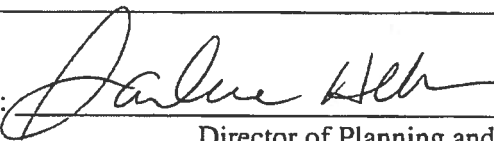
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

2019 - \$15,600/year or \$1,300/month
2020 - \$15,900/ year or \$1,325/month

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

Mr. Donovan has been the historic office for HARB for the last several years and is very knowledgeable and professional in this role. He is completely qualified for the position submitted a thorough and complete proposal for review.

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: 
Director of Planning and Zoning

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Purchasing Bureau
Controller
Department Head
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 8, 2017:

1. Name of Contractor: George Donovan
2. Project or Contract Reference: Historic Officer for HARB

Sponsored by _____

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

President of Council

ATTEST:

City Clerk