

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: Annual Dam Inspections and Instrumentation Report

TO: City Council, all members, and Council Solicitor

FROM: Edward J. Boscola, PE, Director of Water and Sewer Resources

DATE: March 23, 2018

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 two (2) proposals for professional services in connection with the above referenced project. We recommend award of the contract to Cherry, Weber & Associates, PC.

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

2018 Water Operating Fund

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

Account #20011-42047 – Collection and 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 March 31, 2019.

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

Engineering service to perform annual dam inspections for the Wild Creek and Penn Forest Dams, inspection and analysis of instrumentation installed at the Penn Forest Dam, and preparation and submission of annual reports to PaDEP.

- 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 – Wild Creek and Penn Forest Dam annual inspections and report

\$20,000 – Penn Forest Dam annual instrumentation report

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

Contract will allow for yearly extension of services at City's option

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

\$30,000 annual fee

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

Two proposals were received. Cherry, Weber & Associates was selected due to their familiarity with the site and instrumentation; they have performed this work since 2005; and they have held their pricing structure steady since 2010 and have committed to holding their pricing for the foreseeable future.

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: Edward J. Boscola

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 March 23, 2018:

1. Name of Contractor: Cherry, Weber & Associates, PC.
2. Project or Contract Reference: Annual Dam Inspections and Instrumentation Report

Sponsored by _____

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

President of Council

ATTEST:

City Clerk