

**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: Wild Creek Dam 10-Year Work Plan, Full Incremental Breach Analysis, and Update of Emergency Action Plan

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

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

**DATE:** March 23, 2018

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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 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 December 31, 2018.

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

Engineering services to perform the following as required by PaDEP:

1. Prepare a detailed work plan for the 10-year inspection of the Wild Creek Dam. This inspection is more extensive than the routine annual inspections and will include above and below water inspections. Plan will be submitted to PaDEP for review and approval prior to actual implementation.
  2. Prepare a full incremental breach analysis and inundation mapping for Wild Creek and Penn Forest dams and reservoirs. This will also include an evaluation of the Wild Creek dam spillway capacity. Reports will be submitted to PaDEP for review. Update the Emergency Action Plans for Wild Creek and Penn Forest Dams. Submit plans 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:

\$8,000 – Detailed work plan for 10-year inspection of Wild Creek Dam

\$30,000 – Full incremental breach analysis, inundation mapping, spillway capacity, update EAP's

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

None

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

\$38,000

- 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; they were awarded the annual dam inspection contract; they have prepared the emergency action plans in the past; pricing from both proposals is comparable.

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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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: Wild Creek Dam 10-Year Work Plan, Full Incremental Breach Analysis, and Update of Emergency Action Plan

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

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

ATTEST:

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