

CITY OF BETHLEHEM

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT INTEROFFICE MEMORANDUM

SUBJECT: Request for Approval by City Council of Contract Award or Contract Price

Project or Contract Reference: Subdivision and Land Development Ordinance Update

TO: City Council, all members, and Council Solicitor

FROM: Tracy E. Samuelson, Assistant Director of Planning

DATE: April 12, 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 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.....):

General Fund	\$5,600
CDBG	\$15,000

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

-

Urban Research & Development Corporation
28 West Broad Street
Bethlehem, PA 18018

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

Term of contract shall be two-hundred and seventy (270) calendar days for completion from the issuance of the notice to proceed. The project amount is \$20,600.

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

The Planning and Zoning Bureau will oversee a consultant to prepare an update of the Subdivision and Land Development Ordinance.

The project will be conducted in Phases, with Phase I consisting of the fabrication and installation of thirty (30) signs. The City of Bethlehem will notify the successful bidder when work on successive phases may commence.

- 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:

Actual price: The total amount proposed for the overall project is \$21,000.

- 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:

N/A

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

UNDC is a qualified planning consulting firm that completed several planning projects in Bethlehem including participation in the Comprehensive Plan and Zoning Ordinance. The proposed project costs align with the proposed budget costs.

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.

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Controller
Purchasing Bureau
Director of DCED
File/xc

By: 
Title: Assistant Director of Planning

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 Contract April 12, 2018:

- Name of Contractor: Urban Research and Development Corporation
- Project or Contract Reference: Subdivision and Land Development Ordinance Update

Sponsored by _____

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

President of Council

ATTEST:

City Clerk