

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: Analysis of Impediments to Fair Housing

TO: City Council, all members, and Council Solicitor

FROM: Alicia Miller Karner, Department Head

DATE: October 10, 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. Jointly with the City of Allentown, County of Northampton and City of Easton, 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 to be administered by the County of Northampton.

- Is the contract appropriation or price increase included in this year's budget? _yes
_no

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

2018 CDBG funding

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

Urban Design Ventures, LLC, 212 E. Seventh Avenue, Homestead, PA 15120

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

August 31, 2019

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

On or about July 2018, the County of Northampton published a Solicitation to obtain a community development consultant to contract services on an a la carte basis, including but not limited to the Preparation of an Assessment of Fair Housing. Based on the RFP, the County, City of Easton, City of Allentown and City of Bethlehem wish to engage the services of Urban Design Ventures, LLC to assist in preparing an analysis of impediments to fair housing choice for the four municipalities.

- 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:

The total lump sum price to be paid to Urban Design Ventures, LLC is \$52,800.00 to be apportioned among the four municipalities.

The City of Bethlehem's portion is \$12,000.00.

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

N/A

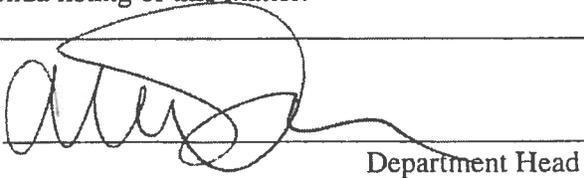
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

N/A

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

HUD requires a periodic Analysis of Impediments done by each entitlement community and they have stated they prefer regional plans. By partnering with surrounding municipalities, the Analysis is more comprehensive and more economical for the city.

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: 

Department Head

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 July 26, 2018:

1. Name of Contractor: Urban Design Ventures LLC
2. Project or Contract Reference: Analysis of Impediments to Fair Housing

Sponsored by _____

ADOPTED by Council this 16 day of October, 2018.

President of Council

ATTEST:

City Clerk