

**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: \_\_\_CDBG/HOME Program Administration

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

**FROM:** \_\_\_Alicia Miller Karner\_\_\_\_\_, Department Head

**DATE:** \_\_\_May 1, 2015\_\_\_\_\_

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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.

\_\_\_XX\_ 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? XX yes \_\_\_no
- Identify contract funding sources (general fund, grants, loans, etc.....):  
Contract total is \$50,000: \$25,000 to come from the 2015 CDBG "Community Development Consulting" budget (009A-91315) and \$25,000 to come from the 2015 "HOME Program Administration" budget (009A-950315)
- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:

Triad Associates, 1301 West Forest Grove Road, Vineland, NJ, 08360

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

April 1, 2015 through March 31, 2016

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

Provide technical services related to CDBG & HOME project implementation, execution and closeout, development of departmental methodologies for monitoring subrecipients and in-house CDBG & HOME activities and development of strategies for maximizing the drawdown of available federal funding

- 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:

Hourly rates range from \$135/hr for staff associates to \$175/hr for the president/chairman that will be billed to the City up to a maximum of \$50,000

- 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:

For over ten years, this firm has provided superior levels of service to the City on a variety of community and economic development projects but primarily in the realm of HUD's CDBG and HOME programs; in light of staff turnover in key departmental positions during the past year, these services are as critical to the City's successful implementation of its CDBG & HOME programs as ever

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: \_\_\_\_\_

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 April 1, 2015:

1. Name of Contractor: Triad Associates
2. Project or Contract Reference: CDBG/HOME Program Administration

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

\_\_\_\_\_

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

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

ATTEST:

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