

**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: WWTP - Non-Potable Water System Evaluation

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

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

**DATE:** August 4, 2015

---

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 three (3) proposals for professional services in connection with above referenced project. We recommend award of the contract to Maser Consulting, P.A.

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

2015 Sewer Capital budget

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

Account #008A-88154 – Non-Potable Water System Upgrade

- The name and address of the recommended Professional Service Provider are:

Maser Consulting, P.A.  
190 Brodhead Rd, Suite 210  
Bethlehem, PA 18017  
Attn. Ronald B. Madison, P.E.

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

The contract shall run from the Notice to Proceed until December 31, 2015.

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

The project is to be broken into two phases, Phase 1 - System Evaluation and Recommendations Phase and Phase 2 – Basis of Conceptual Design. Work during Phase 1 is to include review of the existing non-potable water system at the WWTP; conducting onsite data collection, field measurements and investigate existing facilities; identify and analyze the current and future needs of the plant; preparation of an Evaluation Memorandum. Work during Phase 2 is to include, conceptual design, equipment layout, report writing and collection of existing design information; preliminary field measurements of the existing pump system; preliminary plans; budget estimate including lifecycle, operation and maintenance costs; preliminary Basis of Design Report (BODR) with recommendations.

- 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:

\$9,500

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

We anticipate this contract to be completed by the end of 2015.

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

\$9,500

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

Three (3) proposals were received from various consultants ranging in cost from \$9,500 to \$40,000. Maser Consulting prepared a proposal with a well-defined scope, they have staff with experience in similar projects and their cost estimate was the lowest cost proposal.

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  
Purchasing Bureau  
Controller  
Attachment: proposed resolution

By: 

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 August 4, 2015:

1. Name of Contractor: Maser Consulting, P.A.
2. Project or Contract Reference: WWTP-Non-Potable Water System Evaluation

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

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

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

ATTEST:

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