

**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: 2025 14 South Bethlehem Greenway Trail Phase VII

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

**FROM:** Michael Alkhal, P.E., Director of Public Works & City Engineer

**DATE:** September 8, 2025

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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.

\_\_\_X\_\_\_ The contract is for the engagement of professional services. We have received a proposal for professional services in connection with above referenced project. We recommend award of the contract to: Traffic Planning and Design, Inc

- Is the contract appropriation or price increase included in this year's budget? Xyes \_\_no
- Identify contract funding sources (general fund, grants, loans, etc.....):

Grants                      69999-662043

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

Herbert, Rowland & Grubic, Inc  
1275 Glenlivet Drive, Suite 145  
Allentown, PA 18016

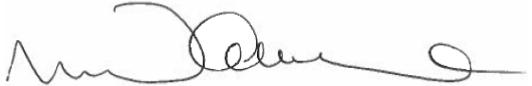
- Term of contract or estimated completion date, subject to standard extensions: To be completed by December 31, 2026.
- Description of project or scope of services to be provided:

This professional service agreement is for design services for the Greenway Trail Phase VII (Final) improvements which will provide a paved connection from the previously completed improvements at Auburn St to the Saucon Rail Trail near Bachman Street. The paved trail is anticipated to be 12ft wide and follow a railroad bed route for approximately one mile. Other improvements include wayfinding signage, benches, and trash receptacles will be at various locations along the trail.

- 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: \$105,170.00
- 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:

The Bureau of Engineering solicited proposals for design services and received five (5) proposals with prices ranging from \$105,170 to \$210,175. The two (2) most qualified consultants were invited for an interview to further evaluate the services detailed in their proposals. It is recommended to award the project to Herbert, Rowland & Grubic, Inc, who demonstrated significant past experience in similar work and provided 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.

By:   
Director of Public Works & City Engineer

Copies To: Mayor  
Director of Administration  
Director of Budget and Finance  
Law Bureau  
Purchasing Bureau  
Controller  
Project Manager  
Attachment: proposed resolution

## RESOLUTION NO. 2025-\_\_\_\_\_

### 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.

1. Name of Contractor: Herbert, Rowland & Grubic, Inc
2. Project or Contract Reference: 2025 14 South Bethlehem Greenway Trail Phase VII

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

\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

ATTEST:

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