

# CITY OF BETHLEHEM

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## DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

**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: Development of a Storm Water Pollution and Flood Prevention Program, (SW-19-W02)

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

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

**DATE:** February 12, 2019

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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.

- ✓ 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.....):

Stormwater Program  
69999-66046      \$130,200.00

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

Wood Environmental & Infrastructure Solutions, Inc.  
751 Arbor Way  
Suite 180  
Blue Bell, PA 19422-1960

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

Term of contract shall be until December 31, 2019..

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

This contract is for an experienced consultant to assist the City in the development of a Storm Water Pollution and Flood Prevention Program (Storm Water Program) in order to generate sufficient revenue to meet the City's needs to maintain our extensive collection system, and more specifically required improvements as part of our National Pollutant Discharge Elimination System Permit (MS-4). The scope will include development and implementation of a storm water pollution prevention plan, fee program and implementation, assistance in the development of the City ordinance, and a public participation process.

- ✓ 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: Original Contract Price \$130,200

- ✓ 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:

Proposals were solicited and received from 4 consulting firms. After a review of the proposals, it was determined that the experience on similar projects, technical approach, time schedule, and fee proposal provided by Wood Environmental & Infrastructure Solutions, Inc. were best suited for this project and 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.

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Attachment

Copies To: Mayor  
Business Administrator  
Law Bureau  
Purchasing Bureau  
Dir. Community & Economic Dev  
Dir. Budget/Finance  
Chief of Engineering  
File/xc

By: 

Title: Director of Public Works/City Engineer

**RESOLUTION NO. 2019-**

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 February 11, 2019:

1. Name of Contractor: Wood Environmental & Infrastructure Solutions, Inc., 751 Arbor Way, Suite 180, Blue Bell, PA 19422-1960
2. Project or Contract Reference: Development of a Storm Water Pollution and Flood Prevention Program

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

ADOPTED by Council this            day of            , 2019.

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

ATTEST:

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