

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: Bethlehem Dog Kennel

TO: City Council, all members, and Council Solicitor

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

DATE: May 2, 2019

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 four (4) 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

2019 Capital

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

Account #69999-66196

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

Spillman Farmer Architects
1720 Spillman Drive
Suite 200
Bethlehem, PA 18015-2169

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

The contract shall run for a period of 9 months from the Notice to Proceed.

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

Architectural services for the renovation of the existing Saucon Park Pool Building to convert into a dog kennel for the City's stray dog populations and District 1 Police Substation. Scope of services broken down into phases: schematic design, design development, construction document, bidding, and construction

- 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:

\$23,000

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

None

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

\$23,000

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

The City has prior positive experience with Spillman Farmer on renovations to another pool building. They prepared a proposal with a well-defined scope and are very experienced with this type of work. The kennel is urgently needed to house stray dogs and we recommend awarding this contract to Spillman Farmer to move ahead expeditiously.

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: 

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Purchasing Bureau
Controller
Chief of Police
Health Bureau Director

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 May 2, 2019:

1. Name of Contractor: Spillman Farmer Architects
2. Project or Contract Reference: Bethlehem Dog Kennel
Project No. MS-17-W02

Sponsored by _____

ADOPTED by Council this _____ day of _____, 20____.

President of Council

ATTEST:

City Clerk

