

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: Gibbs Planning Group

TO: City Council, all members, and Council Solicitor

FROM: Alicia Miller Karner, Director of Community and Economic Development

DATE: 6/26/2019

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.

 X 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? X yes no
- Identify contract funding sources (general fund, grants, loans, etc.....):

0030-0304-42154 – Business Development / Retention

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

Gibbs Planning Group
240 Martin Street
Birmingham, Michigan 48009

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

Twelve-month duration to commence on the date of contract execution.

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

The Gibbs Planning Group will provide to ongoing data generation and analysis of the central business districts. This data will benefit the City's business development and recruitment efforts focusing on locally owned retail opportunities.

- 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:

\$40,000

- 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:

The City issued an RFP for Market Data Generation and Analysis and received three proposals. Those proposals were evaluated by a committee and the Gibbs Planning Group rose to the top as the best candidate for the contract. Services provided will include: review of existing market data, update gap analysis, provide on-demand data for business expansion / recruitment / retention opportunities, summarize essential data, present findings and a provide a merchandising planning workshop.

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: Alicia Miller Karner
Director, Community and Economic
Development

Copies To: Mayor Donchez, E. Evans, M. Sivak, Law Bureau, G. Yasso

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 June 26, 2019.

1. Name of Contractor: Gibbs Planning Group
2. Project or Contract Reference: Market Data and Analysis Services

Sponsored by _____

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

President of Council

ATTEST:

City Clerk