

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: Historic Officer – Artefact Inc. _____

TO: City Council, all members, and Council Solicitor

FROM: Darlene Heller, Director of Planning and Zoning

DATE: February 11, 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.
 - 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.....):
General Fund
- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:
Artefact Inc., 26-28 E Third Street, Bethlehem PA 18015
- Term of contract or estimated completion date, subject to standard extensions:
3 year contract with possible annual renewal
- Description of project or scope of services to be provided: Act as Historic Officer for Historic Conservation Commission, providing research and recommendations to the

Commission members on applications for Certificates of Approval that come before them for exterior revisions in the South Bethlehem and Mount Airy historic districts.

- 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:

\$14,400 for 12 meetings in 2015

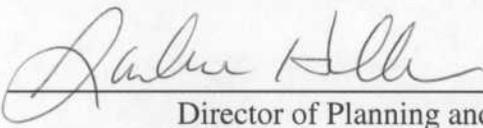
- Number of renewal term options and duration of each renewal, if any:
2 additional years

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

\$44,100

- Reasons for recommendation of Administration and Council approval of contract:
An RFP was completed and distributed. Interviews were conducted for additional candidates. Artefact Inc has been involved with the Historic Conservation Commission since its inception. It was agreed that Artefact Inc has the necessary expertise and knowledge to continue to lead the Commission and work with the public on historic preservation matters and review of COA's in South Bethlehem. It was also agreed that it is important to have 2 qualified historic officers in the City for situations where an alternate is necessary or when a conflict may exist.

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 Planning and Zoning

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Purchasing Bureau
Controller
Director of Community and Economic Development

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:

1. Name of Contractor: _Artefact Inc_____
2. Project or Contract Reference: _Historic Officer – Historic Conservation Commission_____

Sponsored by _____

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

President of Council

ATTEST:

City Clerk