

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

SUBJECT: REQUEST TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT
WITH DAVID HORNUNG ARCHITECTURE PLANNING, INC.

TO: J. WILLIAM REYNOLDS, Council President

FROM: RALPH E. CARP, Director of Parks and Public Property

DATE: 18 MAY 2015

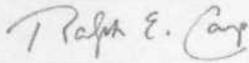
Mr. Reynolds,

Please find the attached proposed agreement with David Hornung Architecture Planner, Inc. and the proposed resolution for your review and approval. This contract is for architectural services pertaining to the Skateplaza's Shade Canopy which is to be constructed over the "10-stair" obstacle. Fees for this contract will not exceed \$1,520.00. Funding for this project is provided by City capital money and grant money from the Northampton County Open Space Initiative.

Please contact my office should you have any questions.

Thank you.

Copy to: File

By: 

Director, Parks and Public Property

Attached: Contract
Resolution

DAVID HORNUNG ARCHITECT PLANNER, INC.

ARCHITECTURE AND PLANNING

May 18, 2015
#050501

Ralph Carp, Director of Parks and Public Property
City of Bethlehem
10 East Church Street
Bethlehem, PA. 18018

RE: Bethlehem Skateplaza- 10 Stair Canopy
Proposal for Professional Architectural Services

Dear Ralph,

We are pleased to submit for your review and approval, our proposal to provide Architectural Services.

SCOPE OF WORK:

- Transpose existing Steel Canopy information from the Existing Phase 2 Construction Documents to a New Construction Document Set.
- Add Material/Construction Specifications and General Notes

FEE FOR SERVICES:

We will provide the services as outlined above for the ,not to exceed, amount of - **\$1,520.00**

OTHER TERMS:

1) Any additional work required beyond scope provided above will be done by the hour. Our hourly rates are 95.00 per hour

All approval and permit fees are to be paid by the Owner (L&I fees, Local fees, Third party review. Any revisions, to the construction documents, requested by the Owner, during the Construction Phase, will be done by the hour at the above rates.

Architectural reimbursable expenses such as expense of transportation, long distance communications, permits, reproductions, postage and handling of Construction Documents is included in the not to exceed amount above.

Billing for the project will be, per step completed. Payment is expected upon receipt of invoice. If invoices are not paid within thirty (30) days, work on project will be stopped until invoices are paid in full or other arrangements are made. Invoice balances remaining unpaid beyond thirty (30) days will bear interest from invoice date at a rate of 1.5% per month.

If this proposal meets with your approval, please sign and date below and return copy to us as an indication to proceed with the project.

APPROVED BY: _____ DATE: _____

If you should have any questions or concerns please feel free to contact us.

Sincerely,

David Hornung, A.I.A.
President

RESOLUTION NO. 2015-__

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 an agreement with David Hornung Architecture Planning, Inc. for professional services for the Skateplaza Shade Canopy project.

Sponsored by /s/

/s/

ADOPTED by Council this __ day of _____, 2015.

/s/

President of Council

ATTEST:

/s/

City Clerk