

**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: CDBG/HOME Assistance to prepare the 2016 Action Plan and CAPER

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

**FROM:** Alicia Karner, Department Head

**DATE:** September 26, 2015

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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.....):

Community Development Consulting budgeted into the 2015 and 2016 CDBG awards.

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

Triad Associates  
1301 W. Forest Grove Road

Vineland, NJ 08360

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

1 year contract, from October 15, 2015 – October 16, 2016

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

To assist in the implementation of the Five Year Consolidated Plan (F.Y. 2015 – F.Y. 2019), and also the planning and implementation of the next three year programs, the City will require a community development consultant to provide technical assistance in connection with the following tasks:

- a. Preparation of the annual Action Plans;
- b. Preparation of annual performance reports;
- c. Preparation of environmental review records;
- d. Compliance with citizen participation;
- e. Advice and assistance in carrying out specific program activities, including compliance with HUD regulations;
- f. Providing monthly updates on all federal statutes, circulars, executive orders, and regulations, which directly relate to the CDBG and HOME programs;
- g. Provision of technical assistance in connection with implementation of the City's CDBG and HOME Programs and related programs including Economic Development and Housing Activities as described in the Consolidated Plan;
- h. Revisions to the City's Five-Year (F.Y. 2015 - F.Y. 2019) Consolidated Plan in subsequent years;
- i. Preparation of Redevelopment Proposals;
- j. Identification of alternate funding sources for housing and community development and economic development activities and preparation of the documentation and the provision of technical services required in order to meet the State or Federal agency requirements for filing and/or implementation;
- k. Preparation of related Housing or Community Development Grant Applications as required, including Environmental Review Records, advocacy before HUD Area and Central Offices and/or State offices on behalf of the applications and other related tasks in conjunction with the approval and implementation of the application.

- 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:  
\$25,300

- Number of renewal term options and duration of each renewal, if any:  
The contract may be extended three times for one year increments before HUD mandates a new RFP be issued and the contract rebid.

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

\$101,300

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

RFPs were scored based on content, level of service and staff capacity. Additionally, Triad has been serving the City in this capacity for over 10 years. We have found their insight, help and service to be excellent and their price to be competitive when compared with their peers.

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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By: 

Department Head

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

Attachment: proposed resolution