

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: South Side Intermodal Site Study

TO: City Council, all members, and Council Solicitor

FROM: Allyson Lysaght, J.D. Housing & Community Development Planner

DATE: 3/21/2016

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

This project is fully funded via grant money from the FTA.

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

FTA grant through LANTA in the amount of \$390,000.

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

Maser Consulting
941 Marcon Boulevard, Suite 801
Allentown, PA 18109

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

February 3, 2016 – December 31, 2016

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

Investigation and identification of all possible sites for the relocation of the bus trailers currently situated on Mechanic Street. Once a possible site is determined, Maser will conduct a site study including categorical exclusions, phase I environmental study, sound study, cultural resource analysis, traffic investigation, architectural evaluation, topography survey, land development plan and public outreach services. Public outreach and engagement is also included in this scope of services.

- 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:

\$58,750

- 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:

Use of grant funds for potential transportation enhancements and improvements.

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: Allyson Lysaght
Housing & Community Development Planner

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

Attachment: proposed resolution



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

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T: 610.868.4201
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www.maserconsulting.com

February 26, 2016

VIA E-MAIL & U.S. MAIL

Allyson Lysaght
Housing and Community Development Planner
City of Bethlehem
10 E. Church Street
Bethlehem, PA 18018

Re: Proposal for Professional Services
Bethlehem Intermodal Scoping Study
City of Bethlehem, Northampton County, PA
MC Proposal No. 15000513P

Dear Ms. Lysaght:

Maser Consulting P.A. is pleased to submit this proposal to provide professional services to assist the City with the selection and planning of a site within the City's South Side for a proposed intermodal facility.

This proposal has been amended to include preliminary engineering and architectural services for Schematic Design drawings.

This proposal is divided into four sections as follows:

- Section I – Scope of Services
- Section II – Business Terms and Conditions
- Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses
- Section IV – Client Contract Authorization

The following scope of services has been separated into phases so that it may be more easily reviewed. The order in which the phases are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Maser Consulting to meet project schedules.

SECTION I – SCOPE OF SERVICES

PHASE 1.0 SITE SELECTION ASSISTANCE

Based on our conversations and information noted above, we propose to assist the City with the following tasks:



- We will research the various classifications of properties within the City's South Side to identify the properties owned by the City; vacant properties; Lehigh University properties; and Sands properties. For this, we will need to be provided with the City's current parcel data. We will utilize this information in our GIS for use in determining suitable sites. The intended boundary of this study will be Route 378 to the west, the Lehigh River to the north; Buchanan Street to the east; and Packer Avenue to the south.
- We will prepare a list of suitable sites for review with the City. This list will consider ownership, parcel size, accessibility, and location.
- Organize and attend progress meetings with the City and other Stakeholders as needed to rank and reduce the list of suitable sites for further investigation.

Phase 1.0 Lump Sum Fee

\$5,350.00.

PHASE 2.0 CATEGORICAL EXCLUSION

The proposed bus terminal to be located in the City of Bethlehem, Pennsylvania will be designed using funding from the Federal Transportation Authority (FTA). Because it will receive federal funding, the project falls under the purview of the National Environmental Policy Act (NEPA). Certain types of projects are automatically exempt from a NEPA environmental review; however, a bus terminal is not specifically listed among these exempt actions. The proposed bus facility may fall under an exemption for commercial facilities under 4,000 s.f. in size, or the construction of bus stops, shelters, and access facilities. Documentation to prove the bus facility is eligible for a Categorical Exclusion (CE) from the requirement for an environmental Assessment or Environmental Impact Statement will be required.

As the site has not yet been determined, this scope and fee may be adjusted depending on the final location and level of effort required. We will provide a separate proposal for this work if it is determined that additional effort is needed based on the location of the site.

A part of the CE documentation, a detailed description of the project and of its location and zoning, including demographic, economic and population characteristics of the adjacent community. Using the community information, an assessment of whether or not environmental justice issues will be associated with the project. Mapping and database searches related to the ecologic and hydrologic characteristics of the site will be reviewed and reported upon. A traffic study will be prepared, which will provide information on traffic impacts associated with the operation of the bus terminal, including an analysis of possible air quality impacts.

Hazardous materials need to be addressed in the CE document. A Phase 1 Environmental Site Assessment of the property will be prepared to determine whether the potential exists for hazardous materials to be located on the site.



Cultural, historic and recreational resources will be evaluated to determine if a formal Section 4(f) evaluation is required. This evaluation will be provided if deemed necessary, after separate approval by the City of Bethlehem.

Water quality, construction, cumulative and indirect impacts will also be reviewed. The CE document summarizing the results of these evaluations will be provided.

Sound:

Sensitive noise receptors will be identified in the project vicinity. The project will be evaluated in terms of noise and vibration impacts. On site noise measurements will be obtained by field testing and calculations performed for impacts on surrounding receptacles.

Cultural Resources:

Maser will conduct a records search at the Pennsylvania Historical and Museum Commission (PHMC) to identify historic properties in project area. All National Register properties will be identified and a determination of effect will be made. Maser will identify and contact consulting and interested parties who are knowledgeable about the project area and seek their input regarding the project and potential effects. Maser will consult with the State Historic Preservation Office (SHPO) and seek their concurrence on a no adverse effect finding.

Traffic Investigation:

1. Field investigation. Maser Consulting PA will conduct a field inspection to obtain an inventory of existing roadway geometries, traffic control operations, signage, lane markings, locations and geometry of adjacent driveways, existing sight restrictions and to observe the daily operations of the roadway system and existing traffic patterns in the area immediately adjacent to the site.
2. Trip Generation. A traffic report will be prepared documenting the type and frequency of trips anticipated with the new facility and their distribution onto the surrounding street network.
3. Automatic Traffic Recorders (ATR). ATR's will be used to collect traffic data at the proposed site to accurately document the trips using the existing facility. The collected data will be formatted and validated. Peak hour periods will be determined based on the highest four consecutive 15-minute intervals.
4. Manual Data Collection. Manual turning movement counts will be collected during the AM, PM and Saturday Peak hours at up to three (3) intersections.
5. Capacity analyses. Capacity analyses will be conducted to evaluate the operation and level of service of the above referenced intersections and proposed driveways associated



with the site. The capacity analyses will be conducted during the AM, PM and Saturday peak hours for existing conditions, no build and full build conditions. The latest version of the Highway Capacity Software (HCS) and Synchro will be used to develop a model for the road network around the garage.

6. Sight distance requirements for site driveways. Sight distance and operational concerns need to be addressed at an early stage to avoid unnecessary redesign. Sight triangles will be shown on plans based on the current AASHTO policy.
7. Vehicular Maneuverability. Electronic turning templates will be used to ensure that vehicles can negotiate entering and exiting site safely and efficiently.
8. Existing safety of operational problems. Our engineers will contact local officials to determine if there are any safety or operational issues that will need to be addressed during the local review process.

A Traffic Impact report will be prepared, which will describe the site circulation and geometry, driveway accesses, sight distance, proposed trip generations to and from the site, a summary of findings and recommendations.

Phase 2.0 Lump Sum Fee

\$24,000.00

PHASE 3.0 ARCHITECTURAL RENDERINGS

We are proposing to utilize the services of *Alloy5 Architects* located in Bethlehem as a subconsultant to prepare conceptual building plans and renderings for the project. The building layout and renderings will be used as the basis for the CE during the public presentation and hearing. Architectural and Rendering Services include two (2) meetings to review program, budget and design. Program is assumed to be per the documents provided by City.

Architectural design and documentation may include building floor plans, exterior elevations, and development of (2) exterior renderings including site context for promotional and public presentation use. It is our intent to provide photo-realistic renderings for your use and presentation.

Phase 3.0 Lump Sum Fee

\$7,400.00

PHASE 4.0 CONCEPT PLAN

In consultation with you and the Project Architect, Maser Consulting will develop a Concept Plan for the subject property depicting the proposed development described above. The design intent will be to create a layout that considers factors such as zoning regulations, topography, existing utilities, environmental features (if any), traffic circulation and stormwater management



(estimate of land area required for Stormwater Management or a determination that same is not required).

As part of this phase we will identify bulk variances and waivers that may be required for site development. Our approach will be to minimize the need for variances or waivers with the Concept Plan prepared; but all of the variances and/or waivers required for site development cannot be identified in the Concept Plan phase. An overall zoning summary will be prepared.

This Concept Plan will be submitted to you for review and comments, and will be suitable for use at informal meetings with the municipality and other regulatory agencies having jurisdiction.

This phase includes the preparation of up to two (2) Concept Plans for your review and approval. The preparation of revised and/or additional Concept Plans will be billed on an hourly basis or will be prepared for an additional lump sum fee.

Phase 4.0 Lump Sum Fee **\$ 7,500.00**

PHASE 5.0 MEETINGS

Attendance at agency, client, coordination meetings, and public meetings will be billed hourly in accordance with the current rate schedule attached to this proposal. Meetings will be needed with stakeholders, including property owners, transportation providers, Lehigh University, client, and regulatory agencies.

Phase 5.0 Estimated Fee **\$ 12,000.00**

PHASE 6.0 EXPENSES AND REIMBURSABLES

This phase includes delivery, printing and reproduction, overnight mail service and postage costs, and mileage.

Phase 6.0 Estimated Fee **\$ 2,500.00**

SCHEDULE OF FEES

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

PHASE 1.0	SITE SELECTION ASSISTANCE	\$ 5,350.00
PHASE 2.0	CATEGORICAL EXCLUSION	\$24,000.00
PHASE 3.0	ARCHITECTURAL RENDERINGS	\$ 7,400.00
PHASE 4.0	CONCEPT PLANS	\$ 7,500.00
PHASE 5.0	MEETINGS (HOURLY/ESTIMATED)	\$12,000.00
PHASE 6.0	EXPENSES AND REIMBURSABLES (ESTIMATED)	\$ 2,500.00



SECTION II – CLIENT CONTRACT AUTHORIZATION

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

If you find this proposal acceptable, please sign where indicated above in Section II, and return one signed copy to this office along with the City's standard contract or Purchase Order. Invoices are due within 30 days. This proposal is valid until April 30, 2016.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink, appearing to read 'C. Roseberry'.

C. Richard Roseberry P.E., A.I.C.P.
Principal Associate/LEED Green Associate

CRR/djl
cc: Leonardo E. Ponzio, PLS, Maser Consulting (via e-mail)

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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 February 25, 2016:

1. Name of Contractor: Maser Consulting, P.C.
2. Project or Contract Reference: Bethlehem Southside Intermodal Site Study

Sponsored by _____

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

President of Council

ATTEST:

City Clerk