

CITY OF BETHLEHEM

DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

SUBJECT: Request for Approval by City Council of Contract Award or Contract Price Increase Pursuant to City Ordinance, Article 121.05 (a)

East Fourth Street Sidewalk & Pedestrian Improvements – MS-15-W05 – Construction Inspection Agreement

TO: City Council, all members, and Council Solicitor

FROM: Michael Alkhal, P.E., Director of Public Works / City Engineer)

DATE: July 11, 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 the 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.....):

Reimbursement Agreement with Penn DOT account 69999-66185

- The name and address of the recommended Professional Service Provider is:

Traffic Planning & Design, Inc.
812 W. Hamilton Street
Suite 402
Allentown, PA 18101

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

Twelve (12) months from the date of the Notice to Proceed

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

The consultant is to provide construction inspection services over the course of construction of East Fourth Street Sidewalk & Pedestrian Improvements Project as required by the PA Department of Transportation. The consultant will utilize the Penn DOT ECMS and CDS NextGEN systems for managing the project. The consultant will review all pay applications being made by the contractor and verify that all work is in compliance with specifications prior to approval of payments.

- 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:

\$37,297.95

- 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:

In accordance with Penn DOT Procedures, Statements of Interest (SOI) were requested from 6 firms on 2/19/16. We received 2 SOI, reviewed, evaluated and ranked the firms based on the criteria set forth in the request. Based on the ranking it was determined that Traffic Planning & Design, Inc. was the most responsive firm with the necessary experience and staffing to perform the tasks required.

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.

MA/mob
Attachment
Copies To:

Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Controller
Purchasing Bureau
M. Dorner
File/xc

By: 
Title: Public Works Director/City Engineer

RESOLUTION NO. 2016-

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 July 11, 2016:

1. Name of Contractor: Traffic Planning & Design, Inc., 812 W. Hamilton Street, Suite 402, Allentown, PA 18101
2. Project or Contract Reference: East Fourth Street Sidewalk & Pedestrian Improvements – MS-15-W05

Sponsored by: /s/

/s/

ADOPTED by Council this th day of July, 2016.

/s/ J. William Reynolds
President of Council

ATTEST:

/s/ Louise Kelchner
City Clerk