

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: Agreement for Historic Preservation Services for HUD Funded Programs

TO: City Council, all members, and Council Solicitor

FROM: Alicia Miller Karner, Department Head

DATE: August 2, 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.

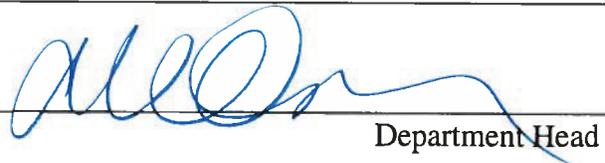
- Is the contract appropriation or price increase included in this year's budget? _yes
_no
- Identify contract funding sources (general fund, grants, loans, etc.....): CDBG/HOME funds
- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:

Christine Ussler, Artefact, Inc.
23 E. Third Street
Bethlehem, PA 18015

- Term of contract or estimated completion date, subject to standard extensions:
Four years, ending with the current Comprehensive Plan Date of 12/31/2019.
- Description of project or scope of services to be provided:
Provide historic preservation services as required under the HUD programmatic agreement when federal funds are used on historic property or sites.
- 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:
\$100.00 per historic review. Most years see a review of approximately 15 properties.
- Number of renewal term options and duration of each renewal, if any:
None.
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:
None.
- Reasons for recommendation of Administration and Council approval of contract:
Artefact is one of the only historic preservation firms in the City and is approved by SHPO to do the City's historic reviews. Artefact has been functioning in this role for several years. The City is required to update the contract with the historic preservation officer upon the submittal of a new Comprehensive Plan which occurred last year.

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: _____



Department Head

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

Attachment: proposed resolution