

# CITY OF BETHLEHEM

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## DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

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

Project or Contract Reference: S. New Street Streetscape Enhancement Project  
MS-17-W08

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

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

**DATE:** May 4, 2018

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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.....):

Account #66080-69999

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

Keiko Tsuruta Cramer, ASLA, Principal  
WRT Design  
1700 Market Street, Suite 2800  
Philadelphia, PA 19103

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

October 31, 2019

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

The City received \$1,000,000 from the Multimodal Transportation Fund to design and implement streetscape improvements on S. New Street from 3<sup>rd</sup> Street to Morton Street. These improvements include, but are not limited to: a gateway to the southside, traffic calming, transit connection, and multiuse trail connection (South Bethlehem Greenway). The designs will incorporate the Greenway crossing across New Street, as well as a concept for Farrington Square to further connect Lehigh University to the south side. Lehigh University has committed substantial funds towards this project and the City looks forward to partnering with them to revitalize New Street.

Specifically for the referenced design contract, WRT will be working with a team of architects, engineers, lighting consultants, etc. to develop concepts and designs for streetscape enhancements to S. New Street. They will also be involved with leading public discussions on the concepts and will work closely with City Staff, Lehigh University, the Bethlehem Parking Authority and other private entities to ensure their designs meet the needs of all involved. Additionally, WRT will be responsible for preparing permits, bid documents, etc. and will be overseeing a portion of the construction process as far as inspections and review of submittals.

- 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:

\$248,186

- Number of renewal term options and duration of each renewal, if any:

Not anticipated

- 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:

Proposals were received from three (3) design firms as follows: Carter Van Dyke Associates, WRT Design, and Land Collective. A review team consisting of various City Staff, Lehigh University, Bethlehem Parking Authority, and a property owner reviewed each proposal and scaled them based upon a specific selection process (as provided in the RFP). WRT's proposal, dated February 9, 2018, was found to have scored the highest and their proposal was the most complete as far as responding to the City's RFP.

WRT's fee proposal, as well as the RFP, is included with this memo dated 4/6/2018.

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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Attachment

Copies To: Mayor Donchez  
Eric Evans  
Mark Sivak  
C. Bartera  
Controller  
Sandy Steidel  
M. Dorner  
D. Bachman  
T. Wells  
File/xc

By: \_\_\_\_\_  
Title: Public Works Director/City Engineer

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 May 4, 2018.

- 1. Name of Contractor: WRT, LLC
- 2. Project or Contract Reference: S. New Street Streetscape Enhancement Project

Sponsored by \_\_\_\_\_  
\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk