

**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: Consulting Services for the Pursuit of the World Heritage Designation

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

**FROM:** Mark W. Sivak, Director of Budget & Finance

**DATE:** September 24, 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.

X  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?  X  yes \_\_\_no

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

General Fund      0901-95012

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

Charlene Donchez Mowers  
C/O Historic Bethlehem Museum and Sites  
74 West Broad Street  
Bethlehem, PA 18018-5878

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

One year

- Description of project or scope of services to be provided:  
Consulting Services for the Pursuit of the World Heritage Designation
- 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:  
\$25,000
- Number of renewal term options and duration of each renewal, if any:  
Not applicable
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:  
Not applicable
- Reasons for recommendation of Administration and Council approval of contract:  
Charlene Donchez Mowers is the consultant to the Mayor's Bethlehem World Heritage Commission (BWHC) and as such is tasked with working towards the overall goal of getting the World Heritage designation.

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: Mark W. Ash  
Director of Budget & Finance

Copies To: Mayor  
Business Administrator  
Law Bureau  
Purchasing Bureau  
Controller

Attachment: proposed resolution

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 9, 2018:

1. Name of Contractor: Charlene Donchez Mowers  
C/O Historic Bethlehem Museum and Sites
2. Project or Contract Reference: Consulting Services for the Pursuit of  
the World Heritage Designation

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

\_\_\_\_\_

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

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

ATTEST:

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