

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)

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: December 30, 2019

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.....):

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:

December 31, 2020

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

In 2018, the City sought and received \$1,000,000 from the Multimodal Transportation Fund to design and implement streetscape improvements on S. New Street from 3rd Street to Morton Street. These anticipated 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. The City entered into an agreement with a design consultant (WRT Design) for the amount of \$248,186 in 2018 to complete the concept design and preliminary design for the S. New Street corridor.

Currently, the project is in preliminary / final design and the consultant has proposed to the City additional services specific to a bus shelter and lighting designs. These aspects were not proposed with the original proposal from the consultant, as the project was still in a conceptual phase. Now that the project has progressed and certain design aspects have been identified and agreed upon by the City, the consultant will move forward with final design.

The proposed bus shelter is not a standard shelter, but more of a functional art piece, providing space for those waiting for a bus, as well as a gathering place for activities on the Greenway. Included with this request is an image of the proposed shelter. The bus shelter design (see attached proposal from WRT in the amount of \$34,365) will include the layout plan, elevations and details of the bus shelter as well as construction oversight, review of submittals, etc.

The consultant has also provided the City with a proposal for decorative lighting along S. New Street including bollard lights, catenary lights (hung above the roadway) and lighting in the Greenway area. A design fee proposal in the amount of \$36,280 has been included with this request and will include foundation designs, submittals, and construction oversight for the decorative lighting.

In total, the City would like to increase the current professional services agreement with the consultant by \$70,645 and extend the contract until December 31, 2020.

- 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:

\$70,645

- 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:

WRT has completed the concept plan for the S. New Street Streetscape Improvements and the City is moving the project into final design, specifically for the unique bus shelter and decorative lighting aspects that the consultant has proposed.

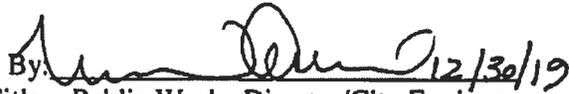
Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

MA/mob

Attachment

Copies To:

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

By:  12/30/19
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 12/30/2019

1. Name of Contractor: Keiko Tsuruta Cramer, ASLA, Principal
WRT Design
2. Project or Contract Reference: S. New Street Streetscape Enhancement
Project MS-17-W08

Sponsored by _____

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

President of Council

ATTEST:

City Clerk



November 11th, 2019

Ms. Tiffany Wells
Traffic Superintendent
10 East Church Street
Bethlehem, PA 18018

**Re: South New Street Streetscape Enhancement
Additional Services: Streetscape Lighting & Structural Engineering Design (DD-CA)
WRT # 8174.01**

Dear Tiffany,

We are pleased to submit the additional services fee proposal, in the lump sum fee amount of \$36,280 (included estimated not-to-exceed reimbursable \$1,000), to provide the additional Lighting and Structural Engineering services associate with the design and engineering of the catenary/bollard lights, from Preliminary Design through Construction Administration Phases (DD-CA) in comprehending the South New Street Streetscape Enhancement project.

Based upon the approved lighting design concept (completed on March 26th, 2019), and the comments received from COB (dated August 7th, 2019), the proposed fee represent the level of effort and quality commensurate to the following outlined scope of services.

SCOPE OF SERVICES

Preliminary Design (DD) Phase

WRT team will incorporate direction received from the Conceptual Design phase and develop into Design Development (60% CDs) Documents.

- Preliminary foundation design for catenary light pole footings
- Preliminary foundation design review for lighted bollards
- Preliminary fixture selections
- LG sheets with fixture layouts and Lighting Manual
- Lighting Control Intent

Deliverables:

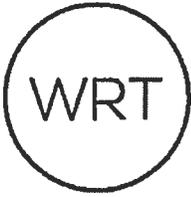
- o 100% DD Drawings and Lighting Manual (PDF format)

Final Design (CD) Phase

- Final Foundation design for catenary light pole footings
- Final Foundation design review for lighted bollards
- Perform photometric calculations necessary to ensure final design can perform as conceptualized
- Complete all lighting details, layouts and specifications
- Final Control Intent
- Final LG sheets with fixture layouts and Lighting Manual.

Deliverables:

- o 90% CD, Bid Set, and Technical Specifications (PDF format)



FEE PROPOSAL

For the above additional services, we propose a lump sum fee of \$35,280 plus reimbursable expenses \$1,000.

Preliminary Design (DD) Phase	\$10,130
Final Design (CD) Phase	\$12,800
Construction Administration	\$12,350
<u>Reimbursable</u>	<u>\$1,000</u>
Total Add Services DD – CA	\$36,280

We look forward to continuing our work together to fully execute this project through construction.

Sincerely,

Keiko Tsuruta Cramer, ASLA
Principal-In-Charge

Misa Hsinyi Chen, ASLA
Senior Associate, Project Manager

cc: Darlene Heller, City of Bethlehem
Erin K.M. Roark, WRT

Attachments:

1. Concept Site Plan with Lighting Concept
2. Updated SNS Streetscape Task Matrix (to include Add Services break-down)



December 16th, 2019

Ms. Tiffany Wells
Traffic Superintendent
10 East Church Street
Bethlehem, PA 18018

**Re: South New Street Streetscape Enhancement
Additional Services: Bus Shelter Design (DD-CA) Proposal
WRT # 8174.01**

Dear Tiffany,

We are pleased to submit the additional services fee proposal, in the lump sum fee amount of \$34,365.00 (included estimated not-to-exceed reimbursable \$1,500), to provide the additional Bus Shelter Design Services from Preliminary Design through the Construction Administration Phases (DD-CA) in comprehending the South New Street Streetscape Enhancement project.

- The bus shelter conceptual design was presented to the public in the 2nd Open House on March 26, 2019
- It is assumed the Bus Shelter design timeline occurs concurrently with the Streetscape Design.
- WRT's scopes of work assume that City of Bethlehem will solicit the Bus Shelter through NCPA contract.

SCOPE OF SERVICES

Task 2: Preliminary Design (Design Development) Phase

WRT will incorporate direction from the Conceptual Design phase and develop the design with the manufacturer Landscapeforms. Drawings at appropriate scales include:

- Layout Plan/Plan
- Elevations
- Details

Deliverables:

- o 100% Preliminary Design Drawings (PDF format)

Task 3: Construction Documentation (Final Design) Phase

WRT will work with the manufacturer Landscapeforms to finalize the bus shelter design and prepare construction drawings to be included in the Bid package.

Drawings at appropriate scales include:

- Layout Plan/Plan
- Elevations
- Details

Deliverables:

- o 100% CD drawing (PDF format)



Task 4: Construction Administration

WRT will provide Construction Administration Services for the Bus Shelter for the duration of its construction.

- Participate Preconstruction Meeting: It is assumed the subject of Bus Shelter will be part of the Streetscape Improvements preconstruction meeting.
- Conduct (1) on-site meeting as related to the construction of the Bus Shelter. (attended by Project Architect and a design staff)
Provide the following:
 - Field report from the site visit.
- Review RFIs, Shop drawings & Submittals.
- Prepare (1) punchlist
- Perform substantial completion walkthrough.

FEE PROPOSAL

The proposed lump sum fee is allocated to the phases of services as follows:

Design Development Phase	\$10,675.00
Construction Document Phase	\$11,396.00
Construction Administration	\$10,794.00
<u>Reimbursables</u>	<u>\$1,500.00</u>
Total DD – CA	\$34,365.00

We look forward to continuing our work together to fully execute this important design scope through construction.

Sincerely,

Keiko Tsuruta Cramer, ASLA
Principal-In-Charge

Misa Hsinyi Chen, ASLA
Senior Associate, Project Manager

cc: Darlene Heller, City of Bethlehem
Erin K.M. Roark, WRT

Attachments:

1. Revised SNS Streetscape Task Matrix
2. Landscapeforms Bus Shelter Prototype Purchase Order

WRT (Architecture)					
Principal	Project Manager	Project Architect	Design Staff	Outreach Strategist	Cost by Task

Hourly Rate \$ 245 \$ 185 \$ 195 \$ 116 \$ 120

Phase 1: Conceptual Design | 8 weeks + 2 weeks COB Review

1.1	Kick-Off Meeting with COB (Design Core Team) & Site Visit & Steering Committee meeting #1
1.2	Request PennDOT Archive Plans and information as available from COB to establish ROW limits
1.3	Survey of Project Area (topo-features-ROW) with emphasis on ADA design
1.4	Create CAD-based Geodetic-Referenced Base File
1.5	Design Team Workshop (1)
1.6	Develop three(3) concept design alternatives
1.7	Review Traffic Engineering Issues
1.8	Prepare Feasibility Analyses of ADA Compliance and Stormwater Management Strategy
1.9	Coordination Meetings with the Utility Companies (2)
1.10	Steering Committee Meeting with Project Funders and Stakeholders #2
1.11	Develop Public Engagement Strategy for Public Information Meetings
1.12	Prepare Presentation Materials for Public Information Meeting #1
1.13	Assist COB in Public Information Meeting #1 to present Concept Design Alternatives
1.14	Conceptual Design Cost Estimating

Phase 2: Preliminary Design | 9 weeks + 2 weeks COB Review

2.1	Traffic engineering compliance review of selected design scheme					
2.2	Preparation of PennDOT HOP Applications and Revised Signal Permit Plans for 3rd St. and 4th St. signalized intersections.					
2.3	Final traffic study (as required)					
2.4	Prepare preliminary MPT plan(s) and submit to COB and PennDOT for review					
2.5	Prepare and Submit two (2) signal permit plans for enhanced ped actuated yellow flashing beacon at mid-block crossing of greenway and at 2nd St. on-ramp crossing on Fahy Bridge.					
2.6	Prepare E&S plan and submit to COB for review					
2.7	Finalize stormwater design modifications for COB review					
	Receive Notice to Proceed from City					
2.8	Coordinate with Landscapeforms to Develop Progress Design Drawings	8	32	8		\$ 8,512.00
2.9	Steering Committee Meeting with project funders and stakeholders #3, #4					\$ -
2.10	Prepare Presentation Materials for Public Information Meeting #2					
2.11	Assist COB in Public Information Meeting #2 to present the Selected Design Scheme					
2.12	PennDOT Coordination Meeting (1)					
2.13	Public Officials Meeting					
2.14	Preliminary Design (60% CDs) Cost Estimating					\$ -
2.15	Review 60% Construction documents with COB (1)					\$ -
2.16	Workshop with Landscapeforms (at WRT office)	3	3	3	3	\$ 2,163.00
						Sub-Total \$ 10,675.00

Phase 3: Final Design | 8 weeks + 2 weeks COB Review

3.1	Final revisions to PennDOT HOP Applications and revised Signal Permit Plans					
3.2	Steering Committee Meeting with project funders and stakeholders #5, #6					
3.3	Coordinate with Landscapeforms to Develop Construction Drawings	8	32	8		\$ 8,512.00
3.4	Final Design (90%) Construction Cost Estimating					
3.5	Review 90% Construction documents with COB					
3.6	Prototype Review at Landscape Form	8	8			\$ 2,884.00
3.7	Detailed Engineer's Estimate of the Construction Costs					
						Sub-Total \$ 11,396.00

Phase 4: Construction Administration | 2 weeks Bidding + 12 months Construction

4.1	MTF Grant Administration Assistance					
4.2	Participate Pre-bid Conference(s)					
4.3	Assist Bid Analysis					
4.4	Participate Preconstruction Meeting		8			\$ 1,568.00
4.5	Review RFIs,FCRs, DCNs, Shop drawings & Submittals		16			\$ 3,136.00
4.6	Conduct Site Review Visits (1)		8	8		\$ 2,492.00
4.7	Prepare Punchlists		8	4		\$ 2,030.00
4.8	Perform substantial completion walkthrough		8			\$ 1,568.00
						Sub-Total Sub-Total \$ 10,794.00

Sub-Total Sub-Total \$ 10,794.00

Sub-Total-Labor \$ 32,888.00

Reimbursable \$ 1,500.00

Total \$ 34,365.00

Total Fee \$ 34,365.00

South New Street Bus Shelter
Prototype Project Overview

Inclusions

Date: 10/23/19

Bus Shelter Prototype, SF3254-001 Qty 1

- Size: 18'-0"L x 6'-0"W, Single shelter with 2 columns
- Pangard II Powder coated steel. Color: TBD
- 3/8" Stainless steel cover plates on vertical columns.
- Roof: 5 polycarbonate panels (Moxie Surfaces: clear-PEP UV PC). 1.5" thick.
- Assuming 18 of both long and short roof support arms, powder coated steel.
- Windscreen: Includes windscreen integral to shelter only. 5 monolithic tempered glass panels, custom cut sizes. Additional windscreen sides to be determined during delegated design.
- Lighting: 17' linear feet of Q-Tran encapsulated LED lighting integral to underside of roof beam.
- Pricing assumes purchase through NCPA contract.

Bus Shelter Bench Prototype, SF3254-002 Qty 1

- Size: One (1) at 12 LF, and One (1) at 6 LF of precast seating, standard color
- 6 stainless steel bench supports with Satin Electro polish finish.
- Pricing assumes purchase through NCPA contract.

Structural Engineering Fee Qty 1

- Includes prototype structural engineering and stamped submittal drawings.
- Includes Structural engineering stamp and calcs for the shelter, including foundation and anchoring design.
- Pricing assumes purchase through NCPA contract.

Exclusions

- Excludes civil engineering permit drawings for shelters.
- Excludes skate stops on the bench.
- Excludes foundations and anchoring hardware (for anchoring to foundation).
- Excludes installation and labor/equipment for offloading.

Project Notes

- Three (3) year warranty.
- Dedicated engineer(s) assigned to the project.
- Dedicated project manager to coordinate and maintain schedule.
- Long lead time item. Schedule to be determined at time of Purchase Order.
- Pricing assumes that some changes can be made to the design to accommodate price and ease of manufacturing.
- Fabrication date will be coordinated with the construction schedule provided by owner's contractor and will be shipped upon completion of fabrication.
- Please Reference Quote: 292877 for Further Information.

Local Landscapeforms Contact

Amy Syverson-Schaffer
phone: 269.337.1330
amys@landscapeforms.com

Studio 431 Contact

Darin Piippo
office: 269.276.4414
darinp@Landscapeforms.com

Quote

Date: 10/23/2019

LF Quote#: 0000292877

PO#:

Project: South New Street Bus Shelter Prototype - Studio 431

Bill To: City of Bethlehem
ATTN:

CORPORATE
7800 E. Michigan Avenue
Kalamazoo, MI 49048-9543
P: 800.521.2546 F: 269.361.3455
www.landscapeforms.com
Federal I.D.# 38-1897577
FSC# RA-COC-001261

Ship To: City of Bethlehem
ATTN:
Bethlehem, PA

Ship To Contact Phone:
Ship Via: Common Carrier
F.O.B.: Destination

Qty	Description	Unit Price	Total Price
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When ordering please confirm:

- Shipping address and contact information (name and ph#)
- Billing address and contact information
- Is your firm or the project tax exempt? If so, exemption certificate must accompany order
- Delivery schedule:

Ship immediately upon completion
OR Ship On/After the date: _____

STUDIO 431 CUSTOM QUOTE. LEAD-TIME WILL BE DETERMINED AT THE TIME THE ORDER IS PLACED AND ALL ENGINEERING DETAILS ARE FINALIZED.

QUOTE IS BASED ON DRAWINGS AND SPECIFICATIONS DATED: March 26, 2019 From WRT

1	SF3254-001 Custom Bus Shelter, Support: Carbon Steel, Finish: Powder Coat, Color: Standard TBD, Roof: Moxie Panel System, Lighting: Q-Tran Strip, Size: 4'-0"Wx20'-0"Lx12'-0"	\$ 72,274.00	\$ 72,274.00
1	SF3254-002 Custom Concrete Backless Bench, Support: Stainless Steel, Finish: Non-directional Satin, Precast, Standard Color, Size: One (1) at 1'-6"Wx12'-0"Lx8"T, and One (1) at 1'-6"x6'-0"Lx8"T.	\$ 9,018.00	\$ 9,018.00
1	Structural Stamp	\$ 14,400.00	\$ 14,400.00

Item Total	\$ 95,692.00
Shipping & Handling	\$ 4,886.00
Sub Total	\$ 100,578.00

Page: 1 of 3

Cust #:
SSR: Travis Johncock
Rep: Amy Syverson-Shaffer, NJ

Handcarp Jones Customer Service

Purchaser

Seller

landscapeforms

Quote

Date: 10/23/2019
LF Quote#: 0000292877
PO#:
Project: South New Street Bus Shelter Prototype - Studio 431

Bill To: City of Bethlehem
ATTN:

CORPORATE
7800 E. Michigan Avenue
Kalamazoo, MI 49048-9543
P: 800.521.2546 F: 269.381.3455
www.landscapeforms.com
Federal I.D.# 38-1897577
FSC# RA-COC-001281

Ship To: City of Bethlehem
ATTN:
Bethlehem, PA

Ship To Contact Phone:
Ship Via: Common Carrier
F.O.B.: Destination

Qty	Description	Unit Price	Total Price
		Estimated Tax	\$ 0.00
		Document Total	\$ 100,578.00

Payment Terms: Pending-Net30

Landscape Forms, Inc. reserves the right to change payment terms based on payment history as well as information obtained from commercial credit reporting agencies.

- Purchaser is responsible for confirming options, materials, quantities, etc., for completeness and conformity to plans and specifications.
- Changes to or cancellations of orders may incur a penalty charge of 30% or more. Special orders may not be changed or cancelled.
- Studio 431 (custom) orders cannot be cancelled once purchase order is received and approved.
- Studio 431 orders are subject to price increase after engineering/product development is complete and approved by designer, end user and purchaser. Modifications in price will be handled via Change Order.
- No merchandise can be returned without authorization from Landscape Forms. Returns may be subject to a disposition fee of 30-100%.
- Prices based on quantities shown and quantity changes may affect price.
- QUOTED prices are held for 60 days. After receipt of a written ORDER, prices will be held for up to one year from receipt of the order. Changes in quantity or specification may affect pricing.
- Pricing includes selection from our standard color palette. Optional colors and custom color matches are available for an additional fee and will extend lead-time. Please contact our corporate office for more information.
- Fixtures for custom products are the property of Landscape Forms, Inc., and are not available for sale.
- Landscape Forms is a supplier only and ships via common carrier. Customer is responsible for offloading and installing unless otherwise indicated above.
- Handling fees alone will apply on third party and customer pick-up orders.
- Mounting hardware is only available on a limited number of products. Please consult the installation recommendations or contact our corporate office to confirm. In the event hardware is provided, it MUST be used for proper installation.
- Refer to Care and Maintenance guidelines for more detailed information and instructions.
- All orders ship upon completion of fabrication. A one-week grace period may be available, after which storage fees will apply.

Page: 2 of 3

Cust #:
SSR: Travis Johncock
Rep: Amy Syverson-Shaffer, NJ

Landscape Forms Customer Service

Purchaser

Setter

landscapeforms

Quote

Date: 10/23/2019

LF Quote#: 0000292877

PO#:

Project: South New Street Bus Shelter Prototype - Studio 431

Bill To: City of Bethlehem
ATTN:

CORPORATE

7800 E. Michigan Avenue
Kalamazoo, MI 49048-9543
P: 800.521.2546 F: 269.381.3455
www.landscapeforms.com
Federal I.D.# 38-1897577
FSC# RA-COC-001261

Ship To: City of Bethlehem
ATTN:
Bethlehem, PA

Ship To Contact Phone:
Ship Via: Common Carrier
F.O.B.: Destination

- This Agreement contains the entire understanding between the parties. All prior communications are merged into this Agreement. The terms of this Agreement shall control any conflict between documents.
- This Agreement may be signed by the parties separately and by facsimile, and together they shall be deemed one binding, original Agreement.
- Purchaser shall pay all costs and expenses paid or incurred by Landscape Forms, Inc. in collecting any amounts due for goods purchased by Purchaser, including without limitation, reasonable attorneys' fees and collection costs. Balances on invoices not paid within 30 days of date of invoice, or within an alternate period of time as determined and indicated by Landscape Forms, shall incur interest at a rate of 18% per annum. Cash discounts are not offered.
- Tax is estimated. Actual tax will be charged on final invoice and shall be payable by the Purchaser. U.S. customers must provide a valid sales tax exemption or resale certificate to remove liability.
- To the extent purchaser supplies or modifies the standard specifications for any products, Landscape Forms, Inc. expressly disclaims all representations and warranties related to such products or their design whether express or implied except that the products shall be manufactured in accordance with purchaser's specifications.
- **REMITTANCE OPTIONS:** For information on paying via credit card, ACH, direct bank transfer, or wire please email us at AR@landscapeforms.com. Mail payments to:

USD Checks
Landscape Forms, Inc.
Dept 78073
PO Box 78000
Detroit, MI 48278-0073
USA

CAD Cheques
Landscape Forms, Inc.
PO Box 2408
Station A
Toronto, Ontario M5W 2K6
CAN

Page: 3 of 3

Cust #:
SSR: Travis Johncock
Rep: Amy Syverson-Shaffer, NJ

Landscape Forms Customer Service

Purchaser

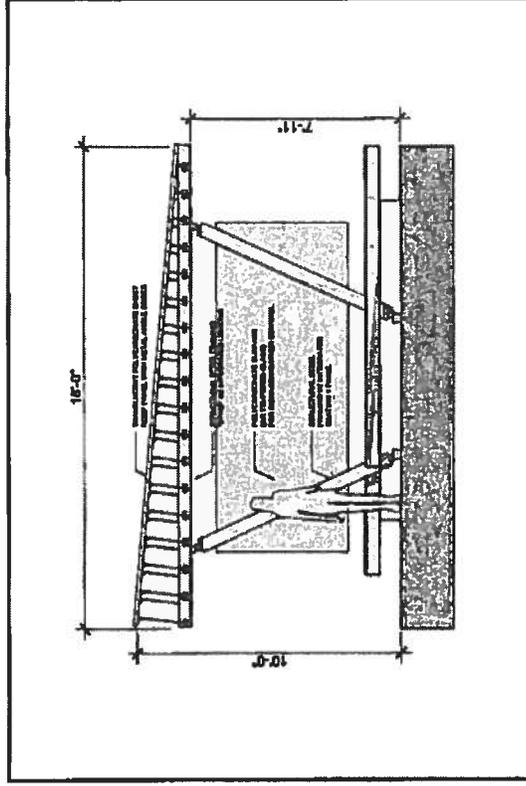
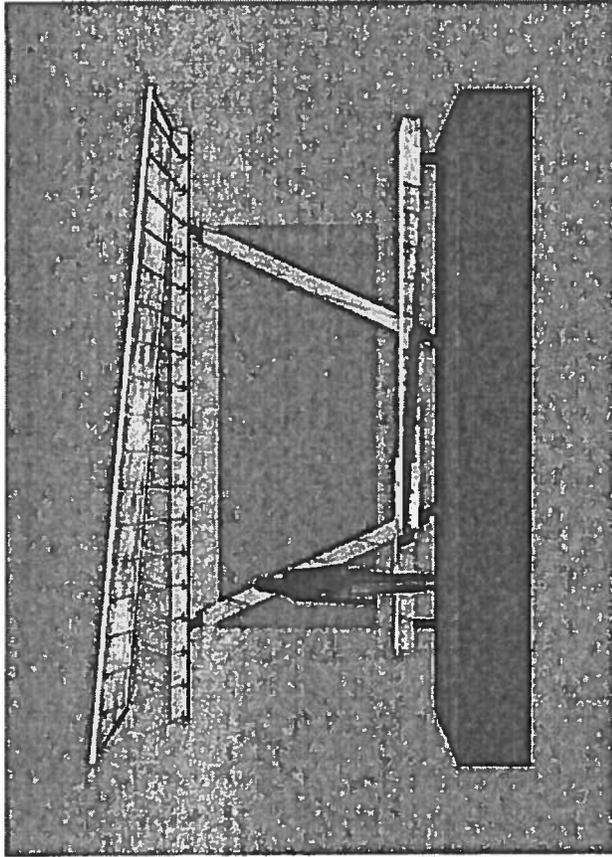
Seller

landscapeforms

BUS SHELTER

CONCEPTUAL DESIGN + THINKING

CONCEPTUAL ELEVATIONS:



WEST ELEVATION

SCALE: 1/4" = 1'-0"

0' 4' 8'

SO NEW ST