

**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: 2020 Annual Consulting Services for the Industrial Pretreatment Program, WIMS Database, and Miscellaneous Assignments

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

**FROM:** Edward J. Boscola, P.E., Director of Water and Sewer Resources

**DATE:** January 2, 2020

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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 a proposal for professional services in connection with above referenced project. We recommend award of the contract to S. C. Engineers, Inc.

- Is the contract appropriation or price increase included in this year's budget?  yes  no

2020 Water and Sewer Operating Funds – Professional Services

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

Account #2006-42055 – Water General – Professional Services 30%

Account #3003-42055 – Sewer General – Professional Services 50%

Account #3004-42055 – Wastewater Lab – Professional Services 20%

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

S. C. Engineers, Inc.  
3446 Eton Road  
Allentown, PA 18104

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

The contract shall run from January 1, 2020 to December 31, 2020.

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

Provide consulting services associated with the City's USEPA mandated Industrial Pretreatment Program (IPP) and miscellaneous assignments for the Wastewater Treatment Plant including review of the draft NPDES permit, Chapter 94 Reports, updates to the Emergency Response Plan, assist with Fats, Oils and Grease (FOG) program, and development of databases and technical support for the Water Information Management System (WIMS) for water and sewer systems.

- 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:

Time and Expense budget not to exceed \$50,000 apportioned as follows:

Water - \$15,000

Wastewater - \$25,000

Wastewater Lab - \$10,000

- 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:

\$50,000

- Reasons for recommendation of Administration and Council approval of contract:

- Federal and State Regulatory compliance for Municipal Industrial Pretreatment Program. Database development and technical support for the WIMS platform. SC Engineers has provided this and similar services for the City for several years.

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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*Edward J. Boscola*

By: \_\_\_\_\_

Department Head

Copies To: Mayor  
Director of Administration  
Director of Budget and Finance  
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 January 2, 2020:

1. Name of Contractor: S. C. Engineers, Inc.
2. Project or Contract Reference: 2020 Annual Consulting Services for the Industrial Pretreatment Program, WIMS Database, and Miscellaneous Assignments

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

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

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

ATTEST:

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