

**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: Rose Garden Improvements

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

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

**DATE:** Thursday, February 20, 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 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.....):

Rose Garden Improvements 69999- 66053

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

Brown Design Group  
347 North Ninth Street  
Allentown, PA 18102

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

9 months from date of contract

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

Brown Design Group, who had developed the overall plan for others, will provide professional services to assist the City in finalizing design elements of the Rose Garden Improvements, preparing details, specifications, and the bid package. In addition, they will provide limited assistance with construction observation and administration. Scope of work includes improvements to the band shell viewing area, trail enhancements, landscape and lighting improvements, landscape improvements, and other amenities.

- 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:

\$14,455.00

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

Brown Design Group prepared the Rose Garden Master Plan used for our grant application, is a local firm, is most familiar with proposed improvements, and utilizing this firm provides continuity for the project.

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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By:   
Title: Director of Public Works/City Engineer

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

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:

1. Name of Contractor: Brown Design Group
2. Project or Contract Reference: Rose Garden Improvements

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

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

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

ATTEST:

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

January 27, 2020

Darlene Heller, AICP  
Director of Planning and Zoning  
City of Bethlehem  
10 East Church Street  
Bethlehem, PA 18018

RE: Proposal for Professional Services  
Reimagining The Bethlehem Rose Garden Park - **Phase One**  
**Construction Documentation, Bidding and Administration**

Dear Ms. Heller:

Thank you for your continued interest in professional services from Brown Design Corp. As requested I have prepared the following proposal to coincide with the Grant Award for the first phase scope of work to Re-imagine and Re-make the Bethlehem Rose Garden Park. I have also attached a preliminary schedule as we discussed during our kick-off meeting on January 17<sup>th</sup>.

**I. Project Description**

Provide Construction Documentation, Bidding Support and Administration for Phase One park improvements as covered by the grant application to PA DCNR submitted 4/9/19 and enumerated in the accompanying cost estimate hereby made part of this proposal and identified as Exhibit 1 and Exhibit 2 respectively.

**II. Scope of Work**

**A. City Coordination**

- Working with the City of Bethlehem Public Works department we will identify the survey and mapping needs of the project and provide area limits, detail, and content required.
- Interact with Public works to identify preferred utility connections, extensions and work necessary to include in bid documents.

**B. Design Development / Confirmation / Decisions**

- Working with the Rose Garden Park Committee and City Staff confirm overall design, scope limits and finalize material and fixture selections.
- Formulate bid alternates and unit prices and opportunities for budget flexibility and ability reduce or expand scope if necessary.

**C. Bid Package and Administration Assistance**

- Complete bid package to include technical specifications and plans.



- We anticipate the City will provide front-end sections aligned to correlate with City procurement procedures.
- Conduct pre-bid meeting with prospective bidders
- Address questions during the bid period and issue addendum and clarifications as needed.
- Assist City with review of bids received and recommendation for award.

**D. Construction Observation and Administration**

- Perform periodic site visits to observe and document the construction progress for compliance with contract documents.
- Process submittals and shop drawings from contractors.
- Review payment applications on behalf of the City
- Assist with punch-list review and project closeout.

**III. Compensation – Basic Services**

Our fee for providing the services outlined in **Section II – Scope of Work Section A-C** shall be billed hourly maximum anticipated fee of \$ 10,455.00. The following is an approximate breakdown per task.

A: Kick-off and City Coordination ..... \$ 600.00  
 B: Design Development/Confirmation/Decisions.... \$ 3,850.00  
 C: Bid package and Administration ..... \$ 6,005.00

Our fee for providing the services outlined in **Section II – Scope of Work Section D** can be quite variable and is therefore recommended that it be performed on a time and material basis with an allowance of \$ 4,000.00 available

Fee Summary  
 Tasks A-C :..... \$10,455.00  
Task D Allowance :..... \$ 4,000.00  
**Total ..... \$14,455.00**

Billing will occur on a thirty-day cycle, end of the month, and/or or upon project completion and will reflect the time spent on project work completed. Payment is due upon receipt. Account balances reaching 30 days past due may be subject to collection fees and costs.

Services requested but not included in Section II – Scope of Work shall be subject to an amended agreement or compensated on an hourly basis. Our current rate schedule is as follows:



**Current Rate Schedule 2020**

Principal Landscape Architect	\$ 150.00/hour	Administrative	\$ 42.00/hour
Technical Level 1	\$ 80.00/hour	Printing (b/w)	\$ 0.35/sq/ft
Associate Designer	\$ 75.00/hour	Printing (color)	\$ 2.50/sq/ft
Drafting Technician	\$ 60.00/hour		

Thank you for this opportunity to provide a proposal for your consideration. Please contact me with any questions you may have and/or return a signed copy of this agreement to authorize work to begin. We look forward to working with you and are prepared to begin right away.

Very truly,

Christian J. Brown, RLA  
President  
Brown Design Corp.

Proposal accepted by:

Sign

Print

Date

## EXHIBIT 2

## Bethlehem, PA

## Rose Garden Improvements-DCNR Grant 2019

Description	Quantity	Unit	Unit Cost	Cost
<b>Park Core</b>				
Asphalt Removal (band shell area)	2080.00	SY	9.00	18,720.00
New Asphalt Paving (vehicular)	818.00	SY	30.00	24,540.00
New Asphalt Paving (pedestrian)	303.00	SY	19.50	5,908.50
Cinder Spectator Area	460.00	SY	8.50	3,925.00
New Concrete Pavement	1400.00	SF	8.50	11,900.00
Proposed Trees	4.00	EA	800.00	3,200.00
Topsoil	242.00	CY	36.25	8,772.50
Seeding & straw	726.00	SY	4.25	3,085.50
Bike Rack	1.00	EA	800.00	800.00
Picnic Table	2.00	EA	950.00	1,900.00
Litter Receptacle	1.00	EA	1,000.00	1,000.00
Light Upgrade	8.00	EA	750.00	6,000.00
Pillar washing, restoration work	2.00	EA	400.00	800.00
Bronze signs for pillars	2.00	EA	1000.00	2,000.00
Lighting fixtures & wiring for pillars	2.00	EA	2000.00	4,000.00
Tree pruning/removal	1.00	EA	10000.00	10,000.00
			<b>Sub-Total</b>	<b>106,481.50</b>
<b>The Square</b>				
Asphalt removal	200.00	SY	9.00	1,800.00
New asphalt paving	1,003.00	SY	19.50	19,558.50
Electricity to Square plus beyond	470.00	ft	25.00	11,750.00
Water to Square plus beyond	75.00	ft	124.60	9,482.00
			<b>Sub-Total</b>	<b>42,570.50</b>
<b>Memorial Grove</b>				
New Asphalt Paving (pedestrian)	738.00	SY	19.50	14,391.00
Memorial Adjustments (allowance)	5.00	EA	500.00	2,500.00
New Landscape Bed	1000.00	SF	7.00	7,000.00
Proposed Trees	3.00	EA	800.00	2,400.00
Proposed Bench	2.00	EA	1,200.00	2,400.00
Litter Receptacle	1.00	EA	1,000.00	1,000.00
Light Upgrade	6.00	EA	750.00	4,500.00
			<b>Sub-Total</b>	<b>34,191.00</b>
			<b>SubTotal:</b>	<b>183,213.0</b>
			<b>15% Design, Engineering and Contingency:</b>	<b>27,481.95</b>
			<b>Total:</b>	<b>210,694.95</b>



land architects + planners

**Bethlehem Rose Garden Park  
Bethlehem, PA**

By: Brown Design Corp - 347 North Ninth Street - Old Allentown PA - 610.821.4252

**Preliminary Project Schedule Issued January 27, 2020 - Rev 0**

<b>Task</b>	<b>Timeframe</b>	<b>Comments</b>
<b>1 Kick Off Meeting</b>	<b>January 17, 2020</b>	<b>All</b>
<b>2 Issue Proposal for CD and Bid preparations</b>	<b>January 27, 2020</b>	<b>BDC</b>
<b>3 Issue Preliminary Project Schedule</b>	<b>January 27, 2020</b>	<b>BDC</b>
<b>4 Issue Survey Request and Scope to C.O.B</b>	<b>week of January 27, 2020</b>	<b>BDC</b>
<b>5 Complete Contract btw BDC and COB</b>	<b>week of February 19, 2020</b>	<b>BDC/C.O.B.</b>
<b>6 Complete Survey Efforts</b>	<b>February 28, 2020</b>	<b>C.O.B.</b>
<b>7 Design Development and Construction Document Preparations</b>	<b>February 24 - March 31, 2020</b>	<b>BDC/ Rose Garden Committee/COB</b>
<b>8 Bid Preparations, Advertise and Administer</b>	<b>April 1 - June 15, 2020</b>	<b>BDC/C.O.B.</b>
<b>9 Award and complete construction contract</b>	<b>by July 15, 2020</b>	<b>C.O.B.</b>
<b>10 Construction begin</b>	<b>July 20, 2020</b>	<b>TBD</b>
<b>11 Construction complete</b>	<b>September 30, 2020</b>	<b>TBD</b>