

**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: Historic Officer – Phillips Donovan Architects  
Joseph Phillips

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

**FROM:** Alicia Miller Karner, Department Head

**DATE:** January 13, 2021

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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.....):

General Fund 0305- 42047

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

Joseph Phillips  
Phillips Donovan Architects  
210 W Broad Street  
Bethlehem PA 18018

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

Contract includes 2021 through 2023 with possible one year extensions through 2025

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

The historic officer provides technical historic and architectural expertise at all HARB meetings.

- 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:

\$16,200 per year with additional \$25/month in subsequent years

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

Possible contract extensions in 2024 and 2025

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

Additional \$25/month per year

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

As a Certified Local Government, the City is required to provide appropriate expertise in historic architectural design to our historic review boards. A historic officer position fills this requirement for both HARB and HCC. This is a specialized position requiring very specific expertise. DCED followed a detailed RFP process in 2020 before recommending contract renewals for the current officers for HARB and HCC. Both historic officer candidate was interviewed and it was determined that the best course of action is to renew the contracts for the current historic officers.

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: 

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 13, 2021:

1. Name of Contractor: Joseph Phillips, Phillips & Donovan Architects
2. Project or Contract Reference: Historic Officer position

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

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

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

ATTEST:

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