

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: GIS Needs Assessment and Asset Management Plan

TO: City Council, all members, and Council Solicitor

FROM: Edward J. Boscola, PE, Director of Water and Sewer Resources

DATE: June 17, 2021

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 for professional services in connection with above referenced project. We recommend award of the contract to Colliers Engineering & Design, Inc.

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

2021 Water Operating Fund

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

Account 2006-42055 – Professional Services

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

Colliers Engineering & Design, Inc.
941 Marcon Blvd., Suite 801
Allentown, PA 18109

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

The contract shall run through December 31, 2021.

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

Consultant shall provide engineering services to update the City's GIS Needs Assessment report that was originally done in 2013 by Colliers' predecessor company, Maser Consulting. The update will provide recommendations and a road map for the City to implement a GIS-based asset and facility management plan. City IT department will be involved to ensure any software/hardware recommendations are compatible with existing technology. The immediate goal is to provide a platform for the water and sewer department to meet regulatory requirements and industry best practices with respect to asset management, maintenance activities, and long term capital planning. The long term goal is to develop a platform that is multi-functional and expandable to other City functions such as public works, facilities, parks, and parcel management.

- 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:

\$8,700

- 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:

\$8,700

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

Colliers performed the original needs assessment and has insight into the City's GIS and IT capabilities. Their GIS Services division comes highly recommended.

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: Edward J. Boscola

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 June 17, 2021:

1. Name of Contractor: Colliers Engineering & Design, Inc.
2. Project or Contract Reference: GIS Needs Assessment and Asset Management Plan

Sponsored by _____

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

President of Council

ATTEST:

City Clerk