

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: Housing Strategy Consultant

TO: City Council, all members, and Council Solicitor

FROM: Alicia Miller Karner, Deputy Director of Economic Development

DATE:

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.

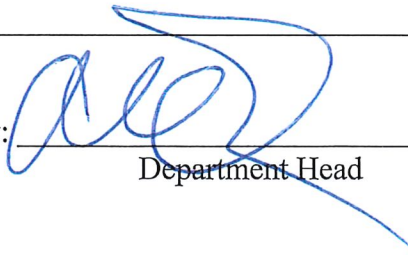
_____ The recommendation is for a price increase of 10% or more for an existing contract over \$50,000 that was previously bid and awarded under the Third Class City Code.

 X The contract is for the engagement of professional services. We have received a proposal for professional services in connection with above referenced project. We recommend award of the contract to: Reinvestment Fund

- 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.): ARP Funds 0901-95011
- The name and address of the recommended Professional Service Provider are:
Reinvestment Fund
1700 Market St. 19th Floor
Philadelphia, PA 19103
- Term of contract or estimated completion date, subject to standard extensions:
Completion 12/31/2023

- Description of project or scope of services to be provided:
Assisting the City in creating a comprehensive housing strategy that addresses the following: Equity in all actions; Ensures private and public support; Establishes clear action paths; Includes critical timelines for action; Builds on existing programs, studies and tools; Maps out the actions that are underway and/or in progress; Considers emerging issues; Identifies land opportunities for affordable housing; Builds on existing goals and identifies new goals and actions; Fills-in the gaps not covered by existing housing programs or by local housing providers; Establishes numerical goals and associated milestones to use and track progress; and Monitors actions and progress.
- 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:
Not to exceed \$129,436
- 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:
NONE
- Reasons for recommendation of Administration and Council approval of contract:
The city solicited proposals via public RFP process and received several responses. A committee was tasked with the review and evaluation of the proposals, including interviews with selected respondents. City staff and the committee unanimously recommends The Reinvestment Fund to create a comprehensive housing strategy.

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: 
Department Head

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Purchasing Bureau
Controller
Project Manager

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

1. Name of Contractor:
2. Project or Contract Reference:

Sponsored by _____

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

President of Council

ATTEST:

City Clerk