

**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: **2021 45 S. New Street Streetscape Enhancement Project**

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

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

**DATE:** June 14, 2022

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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:

- Is the contract appropriation or price increase included in this year's budget?  yes  no
- Identify contract funding sources (general fund, grants, loans, etc.....):

#66080-69999:  
Multimodal Transportation Fund: \$1,000,000  
Lehigh University: \$248,186

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

Keiko Tsuruta Cramer, ASLA, Principal  
WRT Design

1700 Market Street, Suite 2800  
Philadelphia, PA 19103

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

December 31, 2022

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

WRT was contracted in 2018 by the City to complete the design and construction oversight for the S. New Street Streetscape Project. Due to the reasons articulated below, this is to request a time extension and a change order to the contract. Construction is scheduled to begin the first week of July and is expected to be completed by December, 2022.

- 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:

\$ 33,718.00

- 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:

This consists of multiple requests with the first being a time extension to the contract until December 31, 2022. Due to design delays during the pandemic, as well as the inability to secure electrical contractors bids during the 2021 construction season, the project was delayed requiring this time extension in order to provide limited construction oversight in 2022. Additionally, two (2) funding increases are requested. The first is in the amount of \$5,800 which was erroneously omitted from the original total contract amount. Although this fee/cost was listed and accounted for in WRT's original scope and fee layout, it was not included in the final total which was \$248,186 that should have been \$253,986. The second increase is in the amount of \$27,918.00. WRT proposed their contract using their fee schedule from 2018 with the intent of completing the project prior to 2022. Due to the pandemic and inability to secure bids in 2021, the project has been pushed to 2022. Additionally, WRT (and their sub consultants for design) did not anticipate structuring the project/bids as requested by the City into (2) Prime Contractors and five (5) Alternates and thereby incurring additional labor and coordination time to produce the plans and respective bid packages.

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  
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

Name of Contractor: Keiko Tsuruta Cramer, ASLA, Principal  
WRT Design  
1700 Market Street, Suite 2800  
Philadelphia, PA 19103

- 1.
2. Project or Contract Reference: **2021 45 S. New Street Streetscape Enhancement Project**

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

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

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

ATTEST:

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