

**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: 2022 48 Craig Avenue Swale Improvements

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

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

**DATE:** February 16, 2023

---

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: Herbert, Rowland & Grubic, INC.

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

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

Stormwater Fund-Department Contracts: 012A-42047

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

Herbert, Rowland & Grubic, INC.  
501 Allendale Road, Suite 203  
King of Prussia, PA 19406

- Term of contract or estimated completion date, subject to standard extensions: December 31, 2023

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

In September of 2022, the City entered into contract with Herbert, Rowland & Grubic, Inc. (HRG) for the design of improvements to the Craig Avenue swale. The original scope of work within the contract did not include limited engineering services oversight during construction for HRG as the engineer of record. This Amendment #1 is to add construction support services as well as extend the time of completion to align with the proposed construction schedule.

- 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:

Original Contract Price: \$21,767.00  
Sum of Amendments: \$4,190.00  
**Total Cost: \$25,957.00**

- 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 amendment:

It is recommended to award this amendment as Herbert, Rowland & Grubic, Inc. was the designer of the project and is most familiar with the design.

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  
Chief of Engineering  
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