

**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: 2023 34 Choice Neighborhood Grant Writer

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

**FROM:** Laura Collins, Director of Community and Economic Development

**DATE:** April 13, 2023

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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: COLLABO Planning + Design

- Is the contract appropriation or price increase included in this year's budget?   ✓  yes    \_\_\_no
- Identify contract funding sources (general fund, grants, loans, etc.....):

0901-95042 Affordable Housing

- The name and address of the recommended Professional Service Provider are:  
COLLABO Planning + Design  
3357 Seminary Avenue #1  
Chicago, IL 60657

- Term of contract or estimated completion date, subject to standard extensions:  
December 31, 2023
- Description of project or scope of services to be provided:

COLLABO will provide grant writing services for the City of Bethlehem as it applies for a U.S. Department of Housing and Urban Development 2023 Choice Neighborhood Planning Grant application on behalf of the City of Bethlehem and the Bethlehem Housing Authority. COLLABO will provide project coordination, grant writing, application review and grant submittal by the June 6, 2023 deadline.

- 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 \$20,000

- 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:

Choice Neighborhood Planning Grants have been identified as an affordable housing strategy worth pursuing via the City's Comprehensive Housing Strategy Process. HUD released the 2023 grant guidelines on April 4 and applications for this extremely competitive funding round are due June 6.

HUD intends to award 20 grants of up to \$500,000 nationwide during the 2023 funding round. The two-year planning grant helps communities develop comprehensive neighborhood transformation plans to update distressed public housing.

COLLABO is currently part of our Comprehensive Housing Strategy team. The firm has extensive experience applying for both planning and implementation grants with an impressive track record. COLLABO has led 11 successful Choice Neighborhood Plans and is currently the planning coordinator for three cities, including Harrisburg, Pa. COLLABO just completed Easton's planning grant and is moving them, and another community, into the implementation phase. Two communities where COLLABO led the planning process were recently awarded Choice Neighborhood Implementation grants ranging from \$30 million and \$50 million.

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

1. Name of Contractor: COLLABO Planning + Design
2. Project or Contract Reference: Choice Neighborhood Grant Writer

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

\_\_\_\_\_

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

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

ATTEST:

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