

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 52 Northside Alive Community Mural

TO: City Council, all members, and Council Solicitor

FROM: Tiffany Wismer

DATE: 8/30/2023

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.

 X The contract is for the engagement of professional services. We have received a proposal for professional services in connection with above referenced project.

- 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.....): 0304-42151
- The name and address of the recommended Professional Service Provider are:
ArtsQuest
- Term of contract or estimated completion date, subject to standard extensions:
6/30/2024
- Description of project or scope of services to be provided:
 - Artsquest will help Northside Alive secure a PCA Artist in Residence to complete a large-scale mural in North Bethlehem. The selected artist will work with Northside Alive, The City of Bethlehem, neighborhood Schools and the community to develop a cohesive community driven design. This will be a 20-day on-site residency, with 3-4 planning

days for the artist. A residency day is considered at least 1-hour and max. 3-hours a day. The artist does not need to work with the core group all three hours, i.e the artist works with the group one-hour and independently another hour. Several of these hours may be used during the community design process this winter while a majority of the on-site hours will be held in the spring. The artist will communicate with the neighborhood coordinator to create a schedule for community engagement workshops and plan out on-site dates. The artist is responsible for obtaining all needed supplies such as but not limited to paint, brushes, drop cloths and rags for the project. The goal is to have the artist engage with the community during the winter months to develop and prepare a community mural with a large portion of the implementation & installation of the Mural occurring in the beginning of 2024.

- 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:
\$4,000 0304-42151

- 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 has successfully partnered with Artsquest in the past on similar projects. They know the community and have been an active partner at community events & in our schools. We believe that this organization has the knowledge and staff to support this project.

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.

1. Name of Contractor: ArtsQuest
2. Project or Contract Reference: 2023 52 Northside Alive Community Mural

Sponsored by _____

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

President of Council

ATTEST:

City Clerk