

**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 57 EPA Brownfield Grant Writing

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

**FROM:** Laura Collins, Esq, Director

**DATE:** October 11, 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.

  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.....): general fund  
0308-42060
- The name and address of the recommended Contractor/Professional Service Provider:  
Helmer Company, 2469 Chardonnay Drive, Macungie, PA 18062
- Term of contract or estimated completion date, subject to standard extensions:  
November 13, 2023
- Description of project or scope of services to be provided:

- Review existing information including Notices of Funding Availability (NOFAs), program guidelines published by the US Environmental Protection Agency's Brownfield grant program, and information provided by the City including project scope, cost estimates, phasing, timelines, etc.
  - Complete the Application for Federal Assistance forms and draft the required proposal narrative and budget following the guidelines for the US Environmental Protection Agency's Brownfield grant program.
  - Work with the City and its partners, supporters, and stakeholders to coordinate the program-required community involvement efforts.
  - Assist the City to complete the formal submission of the final proposal via Grants.gov prior to the 11/13/23 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 \$5,000
  - 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:  
The City of Bethlehem, like many urban communities, has challenges with redevelopment of brownfield properties. Typically, brownfields are eyesores that may present health hazards, resulting in a decrease in property values and an economic ripple effect felt throughout the community. Bethlehem is an eligible applicant to the Environmental Protection Agency for brownfield assessment and planning funding. This funding opportunity, if awarded, would give use flexible funds to assess sites and plan the reuse.

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: Helmer Company
2. Project or Contract Reference: 2023 57 EPA Brownfield Grant Writing

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

\_\_\_\_\_

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

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

ATTEST:

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