

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 58 Choice Neighborhood Planning Coordinator

TO: City Council, all members, and Council Solicitor

FROM: Tiffany Wismer

DATE: October 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.....):
 - 0304-290,000
 - 0901-30,000
- The name and address of the recommended Contractor/Professional Service Provider:
COLLABO Planning and Design
3357 N. Seminary Ave #1
Chicago, IL 60657
- Term of contract or estimated completion date, subject to standard extensions:
12/31/2026

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

The City applied for a Choice Neighborhood Planning Grant in June of 2023 and was awarded \$500,000 in September of 2023.

COLLABO will act as the City's planning coordinator for its Choice grant for the Stefko/Pembroke Community and produce a Choice Neighborhoods Transformation Plan. Over the two-year planning process, COLLABO will conduct extensive community engagement in the Stefko/Pembroke neighborhood, help form and run a project steering committee and conduct other critical planning functions to develop a Choice Neighborhood Plan centered with feasible actions for People, Housing and Neighborhood improvements. COLLABO will produce and submit a final plan to the U.S. Department of Housing and Urban Development and assist the City in executing the next steps of the implementation process.

COLLABO will also subcontract with other organizations for the market study and community ambassador training aspects of the planning process.

The Choice Neighborhoods grant will pay for \$290,000 of this contract, while \$30,000 of the City's match will cover the two additional contract components.

PHASE	ESTIMATED FEE
Phase 1 - Listening and Learning	\$50,000
Phase 2 - Visioning	\$50,000
Phase 3 - Strategy Development	\$40,000
Phase 4 - Draft Plan	\$100,000
Phase 5 - Final Plan	\$50,000
Market Study	\$10,000
Community Ambassador Training	\$20,000
PROJECT TOTAL	\$320,000

- 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:
\$320,000

- 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:
Collabo Planning and Design

Choice Neighborhood Planning Grants were identified as an affordable housing strategy via the City's Comprehensive Housing Strategy Process. The City applied for a Choice Neighborhood Planning Grant in June of 2023 and was awarded \$500,000 in September of 2023.

The two-year planning grant helps communities develop comprehensive neighborhood transformation plans to update distressed public housing.

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

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:

Collabo Planning and Design
3357 N. Seminary Ave #1
Chicago, IL 60657

2. Project or Contract Reference: 2023 58 Choice Neighborhood Planning Coordinator

Sponsored by _____

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

President of Council

ATTEST:

City Clerk