

**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:

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

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

**DATE:** November 30, 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  
2024 Budget
- Identify contract funding sources (general fund, grants, loans, etc.....): General Fund  
0305-42047
- The name and address of the recommended Contractor/Professional Service Provider:  
Jeffrey Long, Architectural Consultant  
405 2<sup>nd</sup> Avenue  
Bethlehem PA 18018
- Term of contract or estimated completion date, subject to standard extensions:  
January 1, 2024 through December 31, 2024 with the possibility of additional contract renewals for the years 2025 and 2026.

- Description of project or scope of services to be provided:  
Provide services for both the South Bethlehem and Mount Airy Historic Conservation Districts, including gathering information and history on structures and improvement related to historic review board reviews, provide guidance to HCC, record motions and actions, prepare minutes and COA's, provide design review advice, consult with property owners as necessary.
- 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:  
\$24,000 per year
- Number of renewal term options and duration of each renewal, if any:  
Contract may be renewed for 2025 and 2026
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:  
\$24,000 per year
- Reasons for recommendation of Administration and Council approval of contract:  
Jeffrey Long has been the Historic Officer for the South Bethlehem and Mount Airy Historic Districts for at least several years. He is highly qualified for this position as an Architectural Historian and consultant.

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. 2023-\_\_\_\_\_**

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: Jeffrey Long
2. Project or Contract Reference: Historic Officer position for the South Bethlehem and Mount Airy Historic Conservation Commission (HCC)

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

\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

ATTEST:

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