

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: 2024 01 Annual Consulting Services for the Industrial Pretreatment Program, WIMS Database, and Miscellaneous Wastewater Regulatory Reporting Assignments

TO: City Council, all members, and Council Solicitor

FROM: Edward J. Boscola, P.E., Director of Water and Sewer Resources

DATE: January 16, 2024

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 S. C. Engineers, Inc.

- Is the contract appropriation or price increase included in this year's budget? ___✓___ yes ___ no

2024 Sewer Operating Fund – Professional Services

- Identify contract funding sources (general fund, grants, loans, etc.....):

Account #3003-42055 – Sewer General – Professional Services

- The name and address of the recommended Professional Service Provider are:

S. C. Engineers, Inc.
3446 Eton Road
Allentown, PA 18104

- Term of contract or estimated completion date, subject to standard extensions:

The contract shall run from January 1, 2024 to December 31, 2024.

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

Provide consulting services associated with the City's USEPA mandated Industrial Pretreatment Program (IPP) and miscellaneous assignments for the Wastewater Treatment Plant including review of the draft NPDES permit, Chapter 94 Reports, updates to the Emergency Response Plan, assist with Fats, Oils and Grease (FOG) program, and development of databases and technical support for the Water Information Management System (WIMS) for water and sewer systems.

- 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:

Time and Expense budget not to exceed \$20,000

- Number of renewal term options and duration of each renewal, if any:

Four (4) additional annual renewal options.

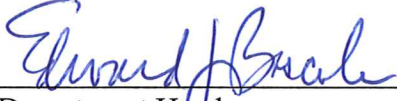
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

\$80,000

- Reasons for recommendation of Administration and Council approval of contract:

- Federal and State Regulatory compliance for Municipal Industrial Pretreatment Program, NPDES permit and Chapter 94 Reports. Database development and technical support for the WIMS platform. SC Engineers has provided this and similar services for the City for several years.

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
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 January 16, 2024:

1. Name of Contractor: S. C. Engineers, Inc.
2. Project or Contract Reference: 2024 01 Annual Consulting Services for the Industrial Pretreatment Program, WIMS Database, and Miscellaneous Wastewater Regulatory Reporting Assignments

Sponsored by _____

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

President of Council

ATTEST:

City Clerk