

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 23 Choice Neighborhood Traffic Study

TO: City Council, all members, and Council Solicitor

FROM: Tiffany Wismer

DATE: 4/2/2024

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.

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-Civic Expense, Affordable Housing (0901-95042)
- The name and address of the recommended Contractor/Professional Service Provider:
Benchmark Civil Engineering Services, Inc.
- Term of contract or estimated completion date, subject to standard extensions:
12/31/2024
- Description of project or scope of services to be provided:

Perform a high-level review at both the Pembroke Road and Stefko Boulevard street corridors in their entire length within the Pembroke Choice Neighborhood project to consider possible low-cost tactics to slow traffic and increase pedestrian safety along the entire length of the corridors.

Review the public comments collected by the City to determine specific intersections where greater analysis and engineering is warranted to improve pedestrian safety and slow vehicular traffic.

Initiate design concepts for at least 2 priority intersections to improve pedestrian safety. The concepts will be presented using mapping and aerial plans provided by the City.

Draft recommendations for a priority “early action activity” at a minimum of one location.

Prepare a summary of anticipated costs and time line for implementation for each of the recommended elements in a written report. A .pdf format copy of the report will be provided.

- 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:
\$9,700
- 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:
- Reasons for recommendation of Administration and Council approval of contract:
Benchmark Engineering is a qualified and licensed professional engineering firm that specializes in transportation engineering, including design for alternative transportation options. Benchmark Engineering staff have previously assisted the City with the drafting of policies related to traffic impact studies and pedestrian safety. Pete Terry has regularly assisted the city with traffic engineering consulting services related to new land developments and neighborhood projects.

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. 2024-_____

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: Benchmark Civil Engineering Services, Inc.
2. Project or Contract Reference: 2024 23 Choice neighborhood Traffic Study

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2024.

President of Council

ATTEST:

City Clerk