

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 28 Greenway Acquisition Survey Work

TO: City Council, all members, and Council Solicitor

FROM: Tiffany Wismer, DCED Business Manager

DATE: 5/1/2024

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.....):
69999-662043
- The name and address of the recommended Contractor/Professional Service Provider:
T&M Associates
74 W. Broad St. #530
Bethlehem, PA 18018
- Term of contract or estimated completion date, subject to standard extensions:
12/31/2024
- Description of project or scope of services to be provided:

A boundary survey will be performed for the six properties comprising the proposed acquisition. This survey will include deed and easement research, deed plotting, and boundary resolution. Missing property corners of the six parcels will be set if none exist.

An existing features survey of the two concrete batch plants will be completed for use in the Subdivision Plans that will be prepared as part of Phase 2. These features will include existing buildings, driveways, visible surface utility fixtures, and existing site features on the parcel.

The existing street rights-of-way will be established.

Legal descriptions of each existing property 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:
\$34,000
- 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:
N/A
- Reasons for recommendation of Administration and Council approval of contract:
The City sought proposals for survey work from three companies. The City believes we are best served to proceed with T&M for these services given the proposed scope of work, qualifications, and because they have proposed the lowest cost of the three respondents.

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: T&M Associates
2. Project or Contract Reference: 2024 28 Greenway Acquisition Survey Work

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2024.

President of Council

ATTEST:

City Clerk