

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 29 Greenway Acquisition Appraisals

TO: City Council, all members, and Council Solicitor

FROM: Tiffany Wismer, DCED Business Manager

DATE: 5/15/2024

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? Xyes ___no
- Identify contract funding sources (general fund, grants, loans, etc.....):
69999-662043
- The name and address of the recommended Contractor/Professional Service Provider:
HDR Engineering Inc.
1720 Spillman Dr.
Bethlehem, PA 18015
- Term of contract or estimated completion date, subject to standard extensions:
6/30/2024

- Description of project or scope of services to be provided:
HDR will utilize a research firm to provide a regulatory database search of the Site and surrounding properties that will include ASTM-prescribed federal, state, tribal, and local databases within the ASTM-prescribed search distances. If determined to be necessary, HDR will complete file reviews for sites listed in the database that, in the view of an HDR environmental professional, may pose an impact to the Site. HDR will review historical information for the Site, as applicable and available, according to the determination of the HDR environmental professional. Sources of historical information may include aerial-photography, USGS 7.5-minute topographic maps, fire-insurance maps, local street-directories, property tax files, building-department records, recorded land title/deed records, and zoning/land-use records. HDR will perform a site reconnaissance of the property and surrounding properties, in accordance with the guidance provided in the ASTM standard. The site reconnaissance will be conducted in order to identify potential RECs located on the Site, or on surrounding properties with the potential to impact the Site. The site reconnaissance may also be augmented with a Site Reconnaissance Questionnaire that will document the general site setting and exterior and interior observations (if applicable and available). HDR will conduct interviews with the property owner and people with knowledge of the property as appropriate. If conditions warrant, interviews with surrounding property owners will be conducted. A narrative will be prepared to document the past use(s) of the property. Interviews will be conducted, as appropriate, with local government officials who may have specific information on the property, including the local fire department, health department, planning department, and historical society/library, to determine any additional information
- 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:
\$7,500
- 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:
HDR is an engineering firm specializing in environmental work. They have overseen much of the ongoing Phase I and II environmental work at the prior Bethlehem Steel properties and they have assisted with managing related environmental clean-up at several other sites in the city.

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: HDR Engineering Inc.
2. Project or Contract Reference: 2024 31 Greenway Acquisition Environmental Work

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2024.

President of Council

ATTEST:

City Clerk