

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 34 Choice Neighborhoods Market Study

TO: City Council, all members, and Council Solicitor

FROM: Tiffany Wismer

DATE: May 29, 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.....):

- 0304-421980 - \$5,000

- 0901-95042 \$20,000

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

4Ward Planning

325 Chestnut Street

Suite 800

Philadelphia, PA 19106

- Term of contract or estimated completion date, subject to standard extensions:
12/31/2025

- Description of project or scope of services to be provided: In September 2023, Bethlehem was one of 14 communities nationwide awarded a Choice Neighborhoods Planning Grant for the Stefko-Pembroke neighborhoods. The grant is awarded by the U.S. Department of Housing and Urban Development (HUD). 4ward Planning will conduct a market study and strategy for the Stefko-Pembroke neighborhood to evaluate the demand for affordable, market-rate rental and for-sale housing.

Phase 1: A general overview of the demand for market-rate and affordable housing within the Pembroke Neighborhood to include information as to the current number of various types of multi-family and single-family rental and for-sale units, current values and rents, general estimates of demand, and known and anticipated estimates of emerging supply.

Phase 2: A site-based strategy which builds upon the results of Phase 1 and specifically address the redevelopment of BHA's Pembroke Village property along with other opportunity sites, as mixed-income projects to potentially include market, affordable and replacement public housing units. The strategy should help to establish the number and mix of units that could be built on the sites and should include forecast absorption for various mixes of unit sizes and rents. The strategy should also include recommendations for supportive retail or service uses that could be included as part of the project

- 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:
\$25,000

- 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:
None

- Reasons for recommendation of Administration and Council approval of contract: 4ward Planning conducted housing analysis services for the City of Bethlehem as part of its Eastern Gateway Project study and is also the lowest responsive respondent.

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. _____

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: 4ward Planning
2. Project or Contract Reference: 2024 34 Choice Neighborhoods Market Study

Sponsored by _____

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

President of Council

ATTEST:

City Clerk