

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 35 Risk and Resilience Assessment Update

TO: City Council, all members, and Council Solicitor

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

DATE: July 9, 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.

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

2024 Water Fund Operating Budget

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

Account #2006-42055 – Water General Expenses – Professional Services

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

Spotts, Stevens, and McCoy
1047 N. Park Road
Reading, PA 19610

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

The contract shall run from the Notice to Proceed until March 31, 2025.

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

America's Water Infrastructure Act of 2018 requires all water systems to conduct a Risk and Resilience Assessment every 5 years. The next update is due March 2025. The Assessment identifies vulnerabilities from man-made and natural hazards and provides recommended enhancements to security (physical and cyber) and other aspects of water system infrastructure and operations to improve resiliency.

- 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:

\$23,000

- 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:

\$23,000

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

- SSM was selected due to price and their prior working knowledge of the City's water system and completion of the original RRA 5 years ago.

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

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 dated July 9, 2024:

1. Name of Contractor: Spotts, Stevens, and McCoy (SSM)
2. Project or Contract Reference: 2024 35 Risk and Resilience Assessment Update

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2024.

President of Council

ATTEST:

City Clerk