

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 38 Parks and Recreation Master Plan Consultant

TO: City Council, all members, and Council Solicitor

FROM: Tiffany Wismer, DCED Business Manager

DATE: 7/29/2024

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.....):
 - Grant Award: \$108,650.00
 - City Match: \$16,298 (15%)-Rec Fees
 - Total: \$124,948
- The name and address of the recommended Contractor/Professional Service Provider:
Omnes, Landscape Architecture, Planning & Art
1262 Simon Blvd. B105
Easton, PA 18042

- Term of contract or estimated completion date, subject to standard extensions:
12/31/2025
- Description of project or scope of services to be provided:
A comprehensive Parks and Recreation Master Plan that will guide the decision-making and strategic planning of the rehabilitation and maintenance of recreational opportunities in the City by identifying recommendations for immediate improvement, coupled with long-term strategic goals of the City's parks and recreational offerings.
 - Recommendations should consider equitable and accessible options that are for residents of all abilities.
 - Recommendations should consider additional staffing and programming needs to create the desired level of service.
 - Recommendations should include current and future funding sources that would achieve a profitable "Neighborhood Park System" concept.
- 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:
\$124,948
- 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:
 - Omnes is an innovative firm based out of Easton PA, staff have considerable experience with the area.
 - They offer inspiring community engagement techniques that encourages the maximum participation from the community. The proposal includes the most occurrence of engagement in the community.
 - Their approach to completing this project aligns with our internal desires, and includes a comprehensive review of existing conditions as well as short-, mid- and long-term recommendations.
 - Use of cutting-edge data collection tools such as PolicyMap and ESRI Data Tapestry.

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: Omnes, Landscape Architecture, Planning & Art
2. Project or Contract Reference: 2024 38 Parks and Recreation Master Plan Consultant

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2024.

President of Council

ATTEST:

City Clerk