

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 45 Accessory Dwelling Unit Zoning Study

TO: City Council, all members, and Council Solicitor

FROM: Laura Collins

DATE: 11/4/2024

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.....):
 - 0305-42047, \$40,000 (Lehigh University Grant)
 - 0304-42047, \$25,000 (PHARE Grant)
- The name and address of the recommended Contractor/Professional Service Provider:
 - Woodsong Associates
 - 5267 NE 29th Ave.
 - Portland, Oregon 97211
- Term of contract or estimated completion date, subject to standard extensions:
 - 12/31/2025
- Description of project or scope of services to be provided:

The Planning Consultant team will partner with the City and Lehigh University to research best practices across the country related to zoning reform for accessory dwelling units (ADU), develop and codify ADU provisions for the City of Bethlehem and partner in community outreach to gather public input throughout the process.

- 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:
\$65,000
- 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:
The Woodsong consulting team has extensive experience related to housing policy and zoning, specifically in the area of accessory dwelling units and the benefits they can provide to the housing market and affordable housing.

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: Woodsong Associates
2. Project or Contract Reference: 2024 45 Accessory Dwelling Unit Zoning Study

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2024.

President of Council

ATTEST:

City Clerk