

**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: 2025 01 Annual Engineering Services for Department of Water & Sewer Resources Water Engineering

**TO:** City Council, all members, and Council Solicitor

**FROM:** Edward J. Boscola, P.E., Director of Water and Sewer Resources

**DATE:** January 2, 2025

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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. We have received one (1) proposal for professional services in connection with above referenced project. We recommend award of the contract to Steven G. Lowry & Associates, Inc.

- Is the contract appropriation or price increase included in this year's budget? \_\_\_✓\_\_\_ yes \_\_\_ no

2025 Water Fund Operating Budget.

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

Account #20018-42055 – Water Engineering – Professional Services

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

Steven G. Lowry & Associates, Inc.  
3708 Leyland Drive  
Mechanicsburg, PA 17050

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

The contract shall run from January 1, 2025 to December 31, 2025.

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

Assistance in all hydraulic evaluations for the water distribution system, assistance in planning the capital budget, develop standards for system design, evaluate impact of proposed developments, water quality investigations, SCADA and data analysis, cost estimating, review hydrant flushing program. Provide all other services as designated by the Department of Water & Sewer Resources.

- 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:

\$68,000

- Number of renewal term options and duration of each renewal, if any:

Two (2) additional yearly renewal options.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

\$136,000

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

- Steven Lowry has performed numerous water distribution system studies and evaluations for the City since the 1990's.
- Is familiar with the entire water system including sources of supply, raw water transmission, treatment facilities, and the distribution network.
- Developed the original Bethlehem water distribution system model and has been involved in updating and calibrating it for 25 years.
- Designed and supervised construction of the City's original computer-based SCADA system.
- Has nation-wide experience with water system practices and operations and can provide additional perspectives on Water Bureau procedures.

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.

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By:   
Department Head

Copies To: Mayor  
Director of Administration  
Director of Budget and Finance  
Law Bureau  
Purchasing Bureau  
Controller  
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 dated January 7, 2025.

1. Name of Contractor: 2025 01 Steven G. Lowry & Associates, Inc.
2. Project or Contract Reference: Annual Engineering Services for Department of Water & Sewer Resources Water Engineering

Sponsored by \_\_\_\_\_

\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk