

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: **Section 106 Historic Review Professional Services**

TO: City Council, all members, and Council Solicitor

FROM: Robert G. Vidoni

DATE: December 30, 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.....):
CDBG-009A-90924
General Fund-0304-42047
- The name and address of the recommended Contractor/Professional Service Provider:
Artefact, Inc.
26-28 E. 3rd St.
Bethlehem, PA 18015-1304
- Term of contract or estimated completion date, subject to standard extensions:
Initial Term (2 Years): January 1, 2025-December 31, 2026
Initial Term - Year 1: January 1, 2025 - December 31, 2025
Initial Term - Year 2: January 1, 2026 - December 31, 2026
Renewal Term: City renewal option for 2 year renewal term (January 1, 2027-December 31, 2028)
Renewal Term - Year 1: January 1, 2027-December 31, 2027
Renewal Term - Year 2: January 1, 2028-December 31, 2028

- Description of project or scope of services to be provided:
This proposed contract would secure the professional services of a historic preservation specialist to carry out historic reviews necessary for many federally-funded projects funded with CDBG and other federal sources. Federally-funded activities carried out by the City and/or non-profit organizations generally require a HUD 24 CFR Part 58 environmental review. HUD environmental reviews often include a Section 106 historic review component that must be conducted by a historic preservation specialist pursuant to a programmatic agreement between the City and the PA State Historic Preservation Office (SHPO).
- 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:
This contract includes an average cost per unit. Each unit is one property or project subject to a Section 106 historic review related to a HUD 24 CFR Part 58 environmental review.
- Number of renewal term options and duration of each renewal, if any:
One two (2) year City renewal option (January 1, 2027-December 31, 2028)
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised: **\$19,720: (January 1, 2027-December 31, 2028)**
- Reasons for recommendation of Administration and Council approval of contract:
HUD requires the City to perform a historic review of many federally-funded activities as part of applicable 24 CFR Part 58 environmental reviews. The PA State Historic Preservation Office (SHPO) has agreed that Artefact, Inc. is an appropriate substitute to the State Office of Historic Preservation review for conducting Section 106 historic reviews for federally-funded projects.

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. 2025-_____

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: Artefact, Inc.
2. Project or Contract Reference: 2024 47 Historic Environmental Reviews. Provide required HUD Section 106 historic reviews as part of Programmatic Agreement related to HUD 24 CFR Part 58 environmental reviews.

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2025.

President of Council

ATTEST:

City Clerk