

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 13 Climate Action Plan Support

TO: City Council, all members, and Council Solicitor

FROM: Michael Alkhal, PE, Director of Public Works/City Engineer

DATE: January 29, 2025

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.....):

Account #0801-42055

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

WSP USA Inc.
One West Broad Street, Floor 11
Bethlehem, PA 18018
Attn: Jeff Irvine.

- Term of contract or estimated completion date, subject to standard extensions: December 31st, 2025.

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

WSP will be supporting the City with the ongoing transition of the CAP implementation and coordination responsibilities to the Sustainability Manager. This will include attendance at meetings, technical support, development of GHG inventory, and prioritization of next steps. Work will be completed as requested on a time and expense basis.


- 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:

\$20,000.00

- Number of renewal term options and duration of each renewal, if any:
No renewals are anticipated.
- 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:

WSP prepared the City's Climate Action Plan which was completed and approved in 2021, and they have been providing related and follow up support and expertise to the City under PSA contracts since 2022. They are uniquely qualified to assist the City with the transition of the CAP implementation responsibilities to the Sustainability Manager and supporting with the ongoing implementation of the plan goals and objectives. We recommend awarding the contract to WSP.

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: 
Title: Director of Public Works & City Engineer

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Deputy Director of Public Works
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 dated

1. Name of Contractor: WSP USA Inc.
2. Project or Contract Reference: 2025 13 Climate Action Plan Support

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2025.

President of Council

ATTEST:

City Clerk