

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 16 GIS Field Verification

TO: City Council, all members, and Council Solicitor

FROM: Edward J. Boscola, PE, Director of Water and Sewer Resources

DATE: February 12, 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.

___✓___ The contract is for the engagement of professional services. We have received and reviewed a proposal for professional services in connection with above referenced project. We recommend award of the contract to Colliers Engineering & Design, Inc.

- Is the contract appropriation or price increase included in this year's budget? ___✓___yes ___no

2025 Water, Sewer, and Storm Water Funds

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

Water Fund Account 2006-42055

Sewer Fund Account 3003-42055

Storm Water Fund Account 012A-42047

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

Colliers Engineering & Design, Inc.
941 Marcon Blvd., Suite 801

Allentown, PA 18109

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

The contract shall run from Notice to Proceed through December 31, 2025.

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

Consultant shall provide professional GIS services to assist with web server and software upgrades; initial field verification to address gaps and errors found during the data review conducted in 2024; development of web application for field verification and data editing; and staff training and support which will allow City to take over these functions for each of the water, sewer and storm water utilities.

This is the third phase of a multi-step project to upgrade the City's GIS infrastructure. The first phase upgraded the GIS software. The second phase completed data configuration and incorporation of all utility files (paper, pdf, CAD) into the GIS platform. This next phase will focus on field verification activities.

- 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:

Water - \$13,814

Sewer - \$13,813

Storm - \$13,813

Total fee - \$41,440

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

N/A

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

\$41,440

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

Colliers performed the original GIS assessment and GIS software upgrade and has insight into the City's GIS and IT capabilities. Their GIS Services division is highly recommended.

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: Edward J. Boscola

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 February 12, 2025:

1. Name of Contractor: Colliers Engineering & Design, Inc.
2. Project or Contract Reference: 2025 16 GIS Field Verification

Sponsored by _____

ADOPTED by Council this _____ day of _____, 20____.

President of Council

ATTEST:

City Clerk