

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 23 Service Line Inventory and Lead Service Line Replacement Plan

TO: City Council, all members, and Council Solicitor

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

DATE: April 8, 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 proposals for professional services in connection with above referenced project. We recommend award of the contract to Entech Engineering, Inc.

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

2025 Water Capital Fund

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

Water Capital Account 007A-77011

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

Entech Engineering, Inc.
201 Penn Street
PO Box 32
Reading, PA 19603

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

The contract shall run from Notice to Proceed through December 31, 2025 with renewal options for 3 additional one year terms.

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

Consultant shall provide professional services to assist the City water department with service line inventory and lead service line replacement planning in accordance with USEPA and PADEP regulatory requirements. The goal is to identify service line material for all 37,000 Bethlehem water customers and develop a plan to replace all lead services within the time frame established by regulatory agencies.

- 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:

\$67,150 base fee

\$20,000 alternate for custom database development

\$1,750 database hosting fee (annual)

Total year one fee - \$88,900

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

3 additional one-year terms:

Year 2 - \$134,300

Year 3 - \$134,300

Year 4 - \$67,150

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

\$430,000

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

Six proposals were received in response to an RFP for this scope of work. Interviews were conducted with a short list of firms. Entech Engineering was selected as providing the best value to the City with their project approach, ample experience, and positive references.

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. 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 April 8, 2025:

1. Name of Contractor: Entech Engineering, Inc.
2. Project or Contract Reference: 2025 23 Service Line Inventory and Lead Service Line Replacement Plan

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2025.

President of Council

ATTEST:

City Clerk