

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 24 Complete Streets & Bike Infrastructure

TO: City Council, all members, and Council Solicitor

FROM: Laura Collins, Director of Community and Economic Development

DATE: 4/9/2025

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.....):
Non-Utility Capital: 69999-66203 \$10,039,191
(\$9,939,191 Federal, \$100,000 Cash Reserve-UGI)
- The name and address of the recommended Contractor/Professional Service Provider:
Kittelsohn & Associates, Inc.
1429 Walnut Street, Suite 800
Philadelphia, PA 19102
- Term of contract or estimated completion date, subject to standard extensions:
August 2026 (16 months from date of approval)

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

The City of Bethlehem was awarded nearly \$10 million from the U.S. Department of Transportation through the Safe Streets and Roads for All program to complete transformative infrastructure improvements to the Broad Street corridor and to engage in city-wide planning to support roadway safety for diverse users, including walkers, bikers, and commuters. The large majority of the grant award is for the infrastructure improvements, but the grant award also specifically includes funding for a city-wide Complete Streets Plan and a Bike Infrastructure Feasibility Study. The City is prepared to engage Kittelson & Associates to carry out these planning aspects associated with the grant award, pending final execution of the grant agreement by the U.S. Department of Transportation.

The project will include two phases that occur concurrently. Phase 1 is the Complete Streets Plan and Manual. Phase 2 is the Bike Infrastructure Feasibility Study.

Both documents will be actionable guides that identify specific processes, projects, costs, and prioritization for future development and implementation of capital expenditures in a wide range of transportation corridors. They will reflect the feedback collected from outreach to the community and include the most current guidelines for pedestrian and bicycle safety.

Services needed may include, but are not limited to:

- Transportation mode inventory and assessment
- Development of street typology system with recommendations for each
- Pedestrian, transit and streetscape design concepts and cost estimates
- Engineering detail and technical information for proposed improvement methods
- Diverse and quality stakeholder and public outreach activities

These plans will provide safe, convenient travel and access for users of all ages and abilities, regardless of their mode of transportation. This approach also emphasizes the needs of those whose needs have not been met through a traditional transportation approach, such as older adults, families with small children, people living with disabilities and people with no access to vehicles. The plans will prioritize areas of the city that have experienced systemic underinvestment and corridors with demonstrated areas of recorded injuries or fatalities.

- 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:
\$249,883
- Number of renewal term options and duration of each renewal, if any:
None
- 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:
The City issued an RFP seeking qualified and experienced planning firms to complete the city-wide Complete Streets Plan and Bike Infrastructure Feasibility Study, as contemplated by the City's Safe Streets and Roads for All grant application and award.

9 firms responded to the City's RFP. Responses were reviewed and evaluated by a cross-departmental team of City staff, interviews were conducted, and the review committee selected Kittelson & Associates for the following reasons:

- Kittelson & Associates is a local firm based out of Philadelphia PA, but have a national reach. They are able to bring national best practices in similar sized cities to Bethlehem, PA.
- Kittelson & Associates has significant experience completing similar plans around our area including Philadelphia, Shamokin, Lancaster and the State of Pennsylvania.
- Kittelson & Associates has a proven track record working with PennDOT. This is critical to the recommendations for road segments that are state owned.
- Kittelson & Associates wrote many of the state guidance documents on complete streets, therefore their designs and recommendations would already comply with state requirements.
- Kittelson & Associates have a working relationship with Federal Highway Administration (FHWA). This will be critical to the success of this plan and securing the Safe Streets 4 All funding that is currently pending due to federal executive orders.
- Kittelson & Associates use cutting edge data collection tools to help make data driven decisions as they relate to on and off-road safety. They also will help craft a community engagement plan that fits our needs the best.

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: Kittelson & Associates
2. Project or Contract Reference: 2025 24 Complete Streets and Bike Infrastructure

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2025.

President of Council

ATTEST:

City Clerk