

**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 27 Stefko Drainage Swale Improvements

**TO:** City Council, all members, and Council Solicitor

**FROM:** Michael Alkhal, P.E., Director of Public Works / City Engineer

**DATE:** May 13, 2025

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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.....):

Stormwater Fund: 012A-42047

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

Herbert, Rowland & Grubic, INC.  
1275 Glenlivet Drive, Suite 145  
Allentown, PA 18106

- Term of contract or estimated completion date, subject to standard extensions: 12/31/2026

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


The Stefko Swale is a key stormwater conveyance system for eastern Bethlehem, currently impacted by erosion, sediment buildup, vegetation overgrowth, and possible grading issues. It intersects with water and sewer mains and a section of abandoned rail. Upgrades are needed to better manage and filter runoff. Although preliminary designs were developed previously, changes in the drainage area, increased impervious surfaces, swale alterations, and updated regulations have rendered them outdated.

- 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: \$109,770 .00
- 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: N/A
- Reasons for recommendation of Administration and Council approval of contract:

The Stormwater Section in the Bureau of Engineering solicited and received five (5) proposals for this professional service with fees ranging from \$65,800 to \$158,560. Herbert, Rowland & Grubic, Inc. (HRG) submitted the most responsive proposal and was identified as the best qualified bidder. They have a strong track record with the City, having successfully completed similar projects. Their proposal was the second lowest fee and offers the highest post-completion potential, including the opportunity to obtain MS4 credit under the Pollution Reduction Plan. This project is also directly connected to the Easton Avenue to Stefko Boulevard Drainage Area Improvements which is also being awarded to HRG. Engaging the same team for both efforts would promote consistency, coordination, and project efficiency.

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.

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By:   
Title: Director of Public Works

Copies To: Mayor  
Director of Administration  
Director of Budget and Finance  
Law Bureau  
Purchasing Bureau  
Controller  
Chief of Engineering  
Project Manager, Jonathan Fischer  
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: Herbert, Rowland & Grubic, INC.
2. Project or Contract Reference: 2025 27 Stefko Drainage Swale Improvements

Sponsored by \_\_\_\_\_

\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk