

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 32 Design Support Services

TO: City Council, all members, and Council Solicitor

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

DATE: June 10, 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.....):

Stormwater Fund: 012A-42047

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

Hanover Engineering Associates Inc.
252 Brodhead Road, Suite 100
Bethlehem, PA 18017-8944

- Term of contract or estimated completion date, subject to standard extensions: 12/31/26


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

Provide on-call design support services for in-house stormwater design projects performed by our staff engineers. These services will provide more in-depth technical training for our less experienced staff engineers to expand their technical expertise in order to take on more advanced future design tasks and perform more in-house design work and analyses. Services will be provided strictly on an as-requested basis and will be compensated on a time expenses 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: \$25,000
- 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 four (4) proposals for this professional service. Hanover Engineering Associates Inc. submitted the most responsive proposal and was identified as the best qualified bidder while having the lowest hourly rate.

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

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.

Name of Contractor: Hanover Engineering Associates Inc.

1. Project or Contract Reference: 2025 32 Design Support Services

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2025.

President of Council

ATTEST:

City Clerk