

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: 2026 05 WWTP Primary Digester PD-3
Membrane Cover Replacement Engineering Services

TO: City Council, all members, and Council Solicitor

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

DATE: December 17, 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 CHA Consulting, Inc.

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

2026 Sewer Capital Fund

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

Sewer Capital Fund Account 008A-88156

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

CHA Consulting, Inc.
One East Broad Street, Suite 310
Bethlehem, PA 18018

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

The contract shall run from Notice to Proceed through December 31, 2026.

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

Consultant shall provide professional engineering services to assist the City with replacement of the wastewater treatment plant primary digester PD-3 membrane gas cover which has reached the end of its useful life. Services include design and procurement coordination, shop drawing review, contractor coordination, masonry repair specifications, and on-site inspection services during construction.

- 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:

\$66,700

- 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:

CHA Consulting has ample experience with projects at the City's WWTP and digester designs and assisted the City with replacement of the secondary digester membrane cover in 2025. Their fee is commensurate with the scope of work.

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: 

Copies To: Mayor
Director of Public Works
Director of Administration
Director of Budget and Finance
Law Bureau

Purchasing Bureau
Controller
Chief of Engineering
proposed resolution

Attachment:

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 December 17, 2025:

1. Name of Contractor: CHA Consulting, Inc.
2. Project or Contract Reference: WWTP Primary Digester PD-3
Membrane Cover Replacement Engineering Services

Sponsored by _____

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

President of Council

ATTEST:

City Clerk