

**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 11 Choice Neighborhood Implementation

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

**FROM:** Laura Collins, Director, Department of Community and Economic Development

**DATE:** December 23, 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? \_\_\_yes   X  no
- Identify contract funding sources (general fund, grants, loans, etc.....):  
0304-42047  
0901-95042
- The name and address of the recommended Contractor/Professional Service Provider:  
Collabo Planning + Design  
3357 N. Seminary Avenue #1  
Chicago IL 60657
- Term of contract or estimated completion date, subject to standard extensions:  
June 30, 2026

- Description of project or scope of services to be provided:  
Collabo will work with the City of Bethlehem (City), Bethlehem Housing Authority (BHA), Gorman & Associates and United Way of the Greater Lehigh Valley (UWGLV) to submit a Choice Neighborhoods Implementation Grant Application by March 9, 2026. Collabo will work with the City to organize, create and submit all materials necessary for a complete application in coordination with the People (UWGLV), Neighborhood (City) and Housing (BHA/Gorman) leads. This will include draft scoring of the application and incorporating strategies to achieve the highest score.
- 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:

Not to exceed \$40,000

- 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 City of Bethlehem and Bethlehem Housing Authority intend to jointly apply for a FY 2025 Choice Neighborhood Implementation Grant. Applications are due March 9, 2026.

The City and BHA solicited professional service proposals for a grant writer to draft the complex grant application in this short time frame. The City and BHA have agreed to split the cost of this professional service contract.

Collabo is the lowest, responsive respondent to the call for proposals. Collabo was the successful grant writer for the City's FY2023 CN Planning Grant and served as the Planning Coordinator for the plan's development.

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: Laura Collins

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. 2026-\_\_\_\_\_

### 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: Collabo Planning + Design
2. Project or Contract Reference: 2026 11 Choice Neighborhood Implementation

Sponsored by: /s/ \_\_\_\_\_

\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

/s/ \_\_\_\_\_  
President of Council

ATTEST:

/s/ \_\_\_\_\_  
City Clerk