

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: Community Development Professional Services

TO: City Council, all members, and Council Solicitor

FROM: Robert G. Vidoni

DATE: January 14, 2026

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 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 no

- Identify contract funding sources (general fund, grants, loans, etc....):
0305-42047 & 009A-90925
- The name and address of the recommended Contractor/Professional Service Provider:
Michael Baker International
3760 Kilroy Airport Way Suite 270
Long Beach, CA 90806
- Term of contract or estimated completion date, subject to standard extensions:
1/1/2026-12/31/2026
- Description of project or scope of services to be provided:

Community Development technical assistance and professional services (Basic Services and Additional services) required for HUD-administered federal funding related to the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) programs and other potential funding sources. Basic Services (Tasks A through E) relate to the City's Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), preparation of Environmental Review Records (ERRs) for all related activities, conducting HUD compliant citizen participation/engagement processes, and providing monthly email briefings containing relevant regulations and/or changes in planning submissions and development activities. Additional services (Tasks F-M) relate to providing advice and technical assistance in carrying out specific program activities and potential new program activities, including without limitation, potential revisions to the 2025-2029 Consolidated Plan, NRSA reauthorization, preparation of community development grant applications, affordable housing revolving loan fund program matters, policy and procedure and program document revisions, assistance/representation related to HUD monitoring, and preparation of ERRs for other grant programs or related to specific projects requiring higher-level ERRs, as needed.

- 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:
\$112,409
- Number of renewal term options and duration of each renewal, if any:
Two-one (1) year renewal options, subject to the City's sole discretion
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised: \$242,000
- Reasons for recommendation of Administration and Council approval of contract:
The Community Development Bureau contracts annually with a firm, which provides technical assistance administering U.S. Department of Housing and Urban Development CDBG and HOME programs funding. The CD Bureau issued a request for proposals from qualified firms in November 2025. Michael Baker International, the city's current technical assistance firm, was the lowest responsive respondent out of the seven submissions received.

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: _____
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: Michael Baker International
2. Project or Contract Reference: 2026 13 Community Development Professional Services

Sponsored by: /s/ _____

ADOPTED by Council this _____ day of _____, 2026.

/s/ _____

President of Council

ATTEST:

/s/ _____
City Clerk