

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 16 Fire and EMS Consulting Services

TO: City Council, all members, and Council Solicitor

FROM: Eric R. Evans, Business Administrator

DATE: January 26, 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.

 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.....):
0801-42055
- The name and address of the recommended Contractor/Professional Service Provider:
Center for Public Safety Management, LLC (CPSM)
- Term of contract or estimated completion date, subject to standard extensions:

Work to begin within thirty (30) calendar days from Notice to Proceed and work to be completed within one hundred twenty (120) calendar days after Notice to Proceed.

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

The city seeks to retain the service of a highly qualified consultant to conduct an objective and comprehensive Fire and EMS apparatus, protection and efficiency study. The study will analyze and evaluate apparatus/equipment/maintenance, station locations, response patterns, and staffing for both the Fire and the EMS bureaus.

- 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:

\$82,740.00

- 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 city issued an RFP. All responses to the RFP were reviewed, discussed, and graded by a committee. Finalists were chosen to interview. CPSM scored highest in both the proposals and the interviews. CPSM has the reputation, capacity, experience, and professionalism to meet the request.

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: /s/ Eric Evans
Department Head

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Procurement 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: Center for Public Safety Management, LLC
2. Project or Contract Reference: 2026 16 Fire and EMS Consulting

Sponsored by: /s/ _____

ADOPTED by Council this _____ day of _____, 2026.

/s/ _____
President of Council

ATTEST:

/s/ _____
City Clerk