

**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 17 Greenway Land Surveying

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

**FROM:** Laura Collins

**DATE:** 1/28/2026

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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?   X   yes         no
- Identify contract funding sources (general fund, grants, loans, etc.....):  
0308-42060
- The name and address of the recommended Contractor/Professional Service Provider:  
JLS Surveying, LLC  
224 New York Blvd.  
Effort PA, 18330
- Term of contract or estimated completion date, subject to standard extensions:  
12/31/2026
- Description of project or scope of services to be provided:

The Consultant will provide professional land surveying services for the following parcels: P6SE1A-9-1 and Parcel P6SE1A-13-1.

The Consultant will conduct a boundary and land area survey of Parcel P6SE1A-9-1, which will include the following tasks:

1. Locate, analyze, and resolve metes and bounds descriptions and identify monumented and missing corner locations.
2. Identify and document portions of the parcel that have been previously conveyed, removed, or completed, including review of recorded documents, and identify the remaining land area.
3. Determine and document the total land area of the parcel and evaluate whether sufficient right-of-way exists to support future greenway development.

The Consultant will conduct a boundary and site survey of Parcel P6SE1A-13-1, which will include the following tasks:

1. Locate, analyze, and resolve metes and bounds descriptions and identify monumented and missing corner locations.
  2. Perform the survey using the Pennsylvania North State Plane Coordinate System, NAVD83 datum.
  3. Prepare a survey plan depicting existing conditions and recorded easements. The survey plan shall be signed and sealed by a licensed professional land surveyor registered in the Commonwealth of Pennsylvania.
  4. Prepare a new legal description of the site based on the completed survey.
- 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:  
\$6,300.00
  - Number of renewal term options and duration of each renewal, if any:  
None
  - 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 Northampton County Parks and Recreation Department requires the above-described surveying of the above-referenced land parcels to complete the City's conservation covenant conversion request. This surveyor routinely performs work for Northampton County in connection with similar projects and is familiar with the County's grant requirements.

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: \_\_\_\_\_  
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: JLS Surveying, LLC
2. Project or Contract Reference: 2026 17 Greenway Land Surveying

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

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

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

ATTEST:

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