

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 26 Penn Forest Debris Basin Engineering

TO: City Council, all members, and Council Solicitor

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

DATE: April 13, 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.....):

Water Capital Fund 007A-77022

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

Van Cleef Engineering Associates, LLC
3 Paragon Way, Suite 600
Freehold, NJ 07728

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

The contract shall run 180 days from the notice to proceed.

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

Van Cleef Engineering Associates (VCEA) shall provide professional engineering services for the rehabilitation of the Penn Forest “Debris Basin”, a stormwater collection area northwest of the Penn Forest Dam. Their duties will include Permitting with the DEP Division of Dam Safety, Surveying the location for design purposes, Providing Drawings/Designs for the rehabilitation of the Debris Basin, and an Erosion and Sedimentation Control Plan. Additionally, VCEA will assist in project bidding and construction oversight during actual repairs.

- 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:

\$31,560

- 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:

\$31,560

- Reasons for recommendation of Administration and Council approval of contract:

VCEA has been a reliable partner in Dam engineering for the City for many years. They have performed annual inspections, 10-Year Dam Reports, and reviewing data/dam performance on an as needed basis. Their familiarity with our water system, dams, watershed, and positive past performance is expected to yield good results for this project.

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
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: Van Cleef Engineering Associates
2. Project or Contract Reference: 2026 26 Penn Forest Debris Basin Engineering

Sponsored by: /s/ _____

ADOPTED by Council this _____ day of _____, 2026.

/s/ _____
President of Council

ATTEST:

/s/ _____
City Clerk