

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: 2025 24 Complete Streets Bike Infrastructure-Amendment 1

TO: City Council, all members, and Council Solicitor

FROM: Cathy Fletcher, Director of Planning and Zoning

DATE: April 15, 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 an amendment to the existing 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.....):
69999-66203
- The name and address of the recommended Contractor/Professional Service Provider:
Kittelsohn & Associates
1429 Walnut St. Suite 800
Philadelphia, PA 19102

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

The original term of contract is set to expire on November 16, 2026. Consultant shall commence this work upon receipt of a written Notice to Proceed from City and shall, as applicable, furnish all Services by no later than six (6) months from the date of the Notice to Proceed, unless otherwise agreed to by Consultant and City in writing.

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

The original scope of work of completing a Complete Streets Plan and Bike Infrastructure Feasibility Study remains unchanged. This additional scope of work will expand our understanding of needed improvements along Stefko Boulevard and support the analysis and planning tied to its upcoming resurfacing. This includes data collection, evaluation of existing conditions, community engagement, and concept development.

- 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:

For this additional scope of work, the City agrees to pay \$124,936.00, which is fully covered by the existing Safe Streets for All project funding. There shall be no change in the Compensation without the prior written consent of the City.

- 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:

While undertaking the Complete Streets Plan, multiple corridors, including Stefko Boulevard, have been identified as needing safety-based transportation improvements to achieve the citywide goal of zero traffic-related serious injuries and fatalities.

The Department of Community and Economic Development recommends approval of this scope for the following reasons:

- Stefko Boulevard is on the top ten corridors on the City's High Injury Network of traffic-related serious injuries and fatalities.
- Stefko Boulevard is a key connection on the draft bicycle network.
- Residents, both throughout this planning process and for decades prior, have raised concerns about the safety and connectivity of the roadway.
- Stefko Boulevard needs to be repaved in the coming years.
- Advancing Stefko Boulevard's concept development provides the City with an opportunity to apply to grants in 2026, advancing this project as quickly as possible while leveraging existing funds.

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: Kittelson & Associates
2. Project or Contract Reference: 2025 24 Complete Streets Bike Infrastructure-Amendment 1

Sponsored by: /s/ _____

ADOPTED by Council this _____ day of _____, 2026.

/s/ _____
President of Council

ATTEST:

/s/ _____
City Clerk