

**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 31 Packer Ave Design and Engineering

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

**FROM:** Laura Collins, Director, Department of Community and Economic Development

**DATE:** June 10, 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.....):  
HOME-ARP NCS  
69999-662068  
009A-94004
- The name and address of the recommended Contractor/Professional Service Provider:  
Spillman Farmer  
1720 Spillman Drive  
Bethlehem, PA 18015
- Term of contract or estimated completion date, subject to standard extensions: March 31, 2027

- Description of project or scope of services to be provided: Spillman Farmer will provide final design and engineering for 232-234 W. Packer Avenue, the 11-unit non-congregate emergency family shelter. Spillman Farmer will prepare construction documents, assist in the preparation of bid documents, the bidding and award process and contract administration.

This project is part of Opening Doors: A Strategic Plan to Address Homelessness and is fully funded by the City's HOME ARP-NCS allocation and an additional HOME-ARP NCS allocation from the Pennsylvania Department of Community and Economic 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: \$210,000
- 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: Spillman Farmer was selected following a competitive request for proposal process. They had the lowest responsive bid and the most relevant experience.

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: Spillman Farmer
2. Project or Contract Reference: 2026 31 Packer Ave Design and Engineering

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

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

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

ATTEST:

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