

**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:

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

**FROM:** Michael Alkhal, P.E., Director of Public Works/City Engineer

**DATE:** January 20, 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.

  ✓   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?   ✓   yes    \_\_\_ no
- Identify contract funding sources (general fund, grants, loans, etc.....):

Capital Reserve 2026-2029 Account 62026-662061

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

ArborPro, Inc  
1574 N Batavia St, #2  
Orange, CA 92867

- Term of contract or estimated completion date, subject to standard extensions: 8 weeks

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

Consultant will collect data concerning the location, size, and condition of street trees throughout the City and update the current tree inventory. A report will be created which will detail the health and maintenance needs, removal requirements, and areas for tree plantings, as well as the carbon sequester rates and capabilities of such trees.

- 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:

\$96,750

- 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:

Four (4) proposals were received from qualified Urban Forestry GIS database development consultants. Phone and virtual meetings were conducted with the 4 firms with the cost ranging from \$96,750.00 to \$211,553.50 with the lowest price proposal being ArborPro Inc. ArborPro Inc. has field arborists that are ISA Certified Arborists, TRAQ qualified arborists, and Board-Certified Master Arborists. ArborPro Inc. completed the City of Bethlehem Tree Inventory in 2021 and since then, have completed inventories for Abingdon VA, Asheville NC, Ventura CA, and Honolulu HI. Therefore, it is recommended a contract be awarded to ArborPro Inc. at their proposal of \$96,750.00.

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  
Purchasing 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.

Name of Contractor: ArborPro, Inc

1. Project or Contract Reference: 2026 14 Tree Inventory Assessment

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

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

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

ATTEST:

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