

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 34 Enterprise Zone Renewal

TO: City Council, all members, and Council Solicitor

FROM: Sean Ziller, Deputy Director of Economic Development

DATE: August 7, 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.....):
General Fund 0308-42060
- The name and address of the recommended Contractor/Professional Service Provider:
Taggart Associates
- Term of contract or estimated completion date, subject to standard extensions:
December 31, 2026
- Description of project or scope of services to be provided:

Taggart Associates will provide professional services to support the City's upcoming Enterprise Zone (EZ) renewal. Services will include assisting with the preparation and submission of an application to the Pennsylvania Department of Community and Economic Development (PA DCED) to renew the City's EZ designation for an additional five (5) years. Taggart Associates will also provide project oversight, facilitate community and stakeholder engagement, and support overall project delivery, including the collection and compilation of relevant data, identification of key strategies, and updates to the Implementation Plan and recommended actions.

- 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:
\$19,950
- 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:
The firm is recommended based on its extensive experience in economic development, urban revitalization, and project management. The team has a proven track record of delivering complex projects and successfully leveraging significant public funding to support community redevelopment. Their deep knowledge of federal and state programs, combined with strong local experience, positions them well to achieve impactful and measurable results.

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: Taggart Associates
2. Project or Contract Reference: 2026 34 Enterprise Zone Renewal

Sponsored by: /s/ _____

ADOPTED by Council this _____ day of _____, 2026.

/s/ _____
President of Council

ATTEST:

/s/ _____
City Clerk