

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: Pavement Study and Design

TO: City Council, all members, and Council Solicitor

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

DATE: May 11, 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.

 ✓ 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

62026-662051

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

Herbert, Rowland & Grubic, Inc.
117 South State Street, Box 504,
Clarks Summit, PA 18411

- Term of contract or estimated completion date, subject to standard extensions: Estimated completion date 11/30/2027

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

Provide professional design/engineering services, construction drawings, bid documents, and support during and after construction for each of the Bernie Fritz, Madison, and Clearview parks upgrades based on the concept plans.

- 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: \$324,985.00
- 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 City solicited proposals from eight (8) engineering firms. We received six (6) proposals for the 2026 21 Bernie Fritz, Madison and Clearview Parks Design project. Fees for this project ranged from \$324,985.00 to \$537,675.00. Oral presentations were held to allow each consultant to confirm their understanding of the scope of the project. After interviews it was determined that HRG offered all services necessary and for the most cost-effective price. Therefore, it is recommended to award the project to HRG.

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: 
Title: Director of Public Works

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Purchasing Bureau
Controller
Chief of Engineering
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 Engineering Firm: Herbert, Rowland & Grubic, Inc.
2. Project or Contract Reference: 2026 21 Bernie Fritz, Madison and Clearview Parks Design

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2026.

President of Council

ATTEST:

City Clerk