

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: Payrow Plaza Playspace

TO: City Council, all members, and Council Solicitor

FROM: Alicia Karner, Department Head

DATE: January 8, 2019

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 and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services. We recommend award of the contract.

- 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.....):

Grant Funding: CDBG funds

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:
Cre8Play
5121 Winnetka Avenue North, Suite 108
New Hope, MN 55428

- **Term of contract or estimated completion date, subject to standard extensions:
December 31, 2019 completion date**

- **Description of project or scope of services to be provided:**
 - A. **Initial consultation for purposes of clarifying scope of design.**
 - B. **The initial communication will be followed up with preliminary sketch development to represent a suggested theme and communicate Cre8Play's intended design direction.**
 - C. **Upon receipt of preliminary sketches, Client will review and critique the preliminary sketches, in conjunction with Cre8Play staff consultation, in order to clarify and solidify direction for overall Design Project.**
 - D. **Following preliminary sketches, CRE8PLAY will provide additional sets of more detailed final drawings of the Design Project for review and/or approval. These final renderings will be presented in black & white format, with limited color addition as predetermined. As part of completion of the Design Project, CRE8Play shall prepare and present materials to the Client that demonstrate or describe the final design and shall prepare various materials, such as artwork, drawings, and specifications when needed, to enable the design to be printed, fabricated, installed, or otherwise implemented.**
 - E. **Upon final approval of design by Client, Cre8Play will provide engineering drawings for Client's use and review.**

- **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:
\$11,000**

- **Number of renewal term options and duration of each renewal, if any:
N/A**

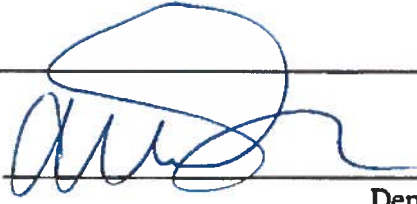
- **Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:
N/A**

- **Reasons for recommendation of Administration and Council approval of contract:**

The City of Bethlehem has been working with URDC to create a playspace at Payrow Plaza. URDC has reached out to several vendors and Cre8Play was the only company that had the expertise and equipment that could be used on the Plaza. There are many weight and structural limitations that prohibit many pieces of equipment from being located on the Plaza.

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
Purchasing Bureau
Controller

Attachment: proposed resolution

RESOLUTION NO. _____

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 dated January 8, 2019.

1. Name of Contractor:
Cre8Play

2. Project or Contract Reference: Payrow Plaza Playspace

Sponsored by _____

ADOPTED by Council this _____ day of _____, 20____.

President of Council

ATTEST:

City Clerk